

YMCA Camp Miller

**Day Camp Policies &
Procedures for
Parents & Staff
2020**

Table of Contents

Welcome

Pre-Arrival Symptom Check

Campers with Preexisting Conditions

Health Screenings

Check in / Check out Procedures

Groups & Cohorts for Social Distancing

Meals & Dining

Swimming & Lifejackets

Program Area Cleaning & Disinfection

Overall Cleaning & Disinfection

Packing List for Campers

-Campers wearing masks

PPE for Staff

How We Will Communicate

2020 Day Camp Parent Handbook

Thank you for choosing YMCA Camp Miller for your child's summer experience! Please take the time to read the entirety of this handbook to best prepare you and your camper for their week at summer camp. If at any time you have questions concerning your child, camp programming, payment, etc., please feel free to talk to us about them.

Duluth Area Family YMCA Mission

The Duluth Area Family YMCA is dedicated to putting the principles of caring, honesty, respect, and responsibility into practice through programs that build healthy spirit, mind, and body for all.

YMCA Camp Miller Mission

Our mission at YMCA Camp Miller is to provide positive life-enhancing experiences for youth through activities that focus on teach YMCA core values, developing life skills, and building character in a safe, fun, supportive outdoor setting.

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Pre-Arrival Symptom Check

You can help us keep camp safe by monitoring your camper for 14 days prior to their arrival at our camp programs. The following are recommendations to help us achieve pre-arrival symptoms checks of all campers before you arrive for your week at camp.

- **Taking and recording their own temperature for 14 days before camp (refer to the individual instructions provided with the thermometer),**
- **Self-screening for the presence of symptoms (fever of 100 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks,**
- **Determining if, within the past two weeks, the individual has traveled nationally or internationally,**
- **Determining if the individual has been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.**

If your camper, or others in your household have displayed the above screening criteria, we ask that you keep your camper home, and contact camp to reschedule your week of camp. Before your child comes to camp, we ask that you limit their exposure to communities outside our local area (think Sandstone to Duluth).

Campers with Pre-Existing Medical Conditions

Currently, information indicates that older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Primary care providers are in the best position to make a professional judgement based upon an individual's health status and their suitability for the camp environment at this time. Please consult your camper's primary care provider about attending camp if they have an underlying medical condition. Those at high risk include people of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Health Screenings at Camp

3-Step Process:

1. Parent or guardian will park near the yellow flag and approach the check-in table. If another family is already at the health screening, please wait in your vehicle until they are finished.

2. When called forward by a Y staff, the following health screening will take place:

- Y staff will ask if any of the following symptoms have been experienced since the last health screening (two weeks prior to attending camp or previous day's screening):
 - Fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting.
 - If your child has experienced any of these symptoms your child will not be allowed to attend camp that day. Your child may be readmitted after remaining symptom and fever free for 72 hours without using fever reducing medications.
 - Y staff will ask you, the parent or guardian, to use the YMCA provided a freshly sanitized, touchless forehead thermometer to take your child's temperature.
 - If the temperature is 100.4 °F or greater, the parent and child may step aside, wait a few minutes, and re-take the temperature. If the reading persists, the child will not be permitted to attend camp that day.
 - Your child may be readmitted after remaining symptom and fever free for 72 hours without using fever reducing medications.
3. If the camper passes their daily health screening, the parent will sign them into camp for the day. The camper will then walk to the handwashing station to wash their hands and place their belongings on the backstage at their space.

Check-in & Check-Out

Check-in – Camp Staff will be wearing mask.

Parents will pull up to the yellow flag marking check-in point, all campers and parents will remain in their vehicle until greeted by a staff member.

1. Staff member and parents/guardians will conduct the health screening.
2. If camper passes health screening, they will be allowed to enter camp program.
3. All campers will then walk to the outdoor sink to wash their hands and place their belongings on the back stage.

Check-out – Camp Staff will be wearing mask.

1. Parents will pull up to the yellow flag marking check-out point. All parents will be asked to show an ID at check-out and asked to remain in their vehicle.
2. Staff member will then call on the radio for the camper to be brought to check-out upon confirmation of pick up parent.
3. Camper will use hand sanitizer before getting in the vehicle.

Groups and Pods for Social Distancing

We know that group size will be particularly important for our campers this year.

The term “social distancing” refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community.

Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon entering and leaving program spaces, and create regular cleaning practices for frequently used items such as tables, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a 3-foot radius around each participant, resulting in a 6-foot total distance between any two people.

Here is a list of guidelines we will be adhering to for day camp programs:

- Adapting programs to allow physical distancing of at least 6 feet whenever possible.
- Adhere to a staff (or volunteer) to participant ratio of 1:9. If social distancing cannot be attained with the group size, then the number of participants will be reduced.
- Within the program, we will create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.
- Whenever possible, we will implement programming that refrains from intermixing pods. If intermixing of pods is necessary, we will limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix.
- Hold activities outdoors as much as possible and encourage participants to spread out.
- We will avoid having areas easily accessible that would allow staff, volunteers, or participants to easily congregate in a limited space.

- When helping participants apply sunscreen, staff and volunteers will be washing hands between applications.
- We will limit parent, guardians, and other non-essential visitors into camp as much as possible.

Meals & Dining

At camp, meal times are often some of our most fun times together. Typically, camp provides a hot meal for lunch every day. However, this year without overnight camp running, we will not be able to provide lunches. We will still provide two snacks every day for your camper. As part of the guidelines for day camps, the Minnesota Department of Health is encouraging bagged lunches for programs like ours. We will refrigerate your camper's lunch if needed. We will eat outside as often as possible.

Hand Hygiene

We will be taking the following steps this summer to ensure campers and staff practice proper hand hygiene throughout their camping experience:

- Campers and staff will wash hands immediately upon being admitted to the camp program, before snack and meal time, and frequently throughout the day.
- We will be instructing campers to wash hands with soap and water for 20 seconds before and after activities.
- Our camp has an outdoor hand washing station equipped with clean water and soap to reduce the need to enter the building to clean hands.
- When hand washing is not possible, we will be providing an alcohol-based hand sanitizer containing at least 60% alcohol before and after activities that require shared equipment.
- While we encourage each camper to come with a bottle of mini-hand sanitizer, each counselor will have a bottle of hand sanitizer with them at all times while outdoors, and each "home base" indoors has hand sanitizer nearby for camper and staff use.
- Campers will wash hands or sanitize upon check-out, prior to getting into vehicles.

Swimming & Lake Activities

The novel coronavirus SARS-CoV2 is not waterborne. There is no current evidence that COVID-19 can be spread to people through the water in a pool or water play areas. You can send your camper with their own lifejacket if you prefer. Camp staff will assign lifejackets and other equipment at the beginning of the week for each camper to use to reduce shared equipment between campers.

Swimming

- Campers will follow physical distancing with their pod (ie. They will only swim with their assigned group) and perform proper hand hygiene prior to entry and when leaving the swimming area
- For free swim, we will continue safe swim practices, such as the swimming buddy system where each camper is assigned a "buddy" to stay with at all times within their pod.
- Swimmers must participate in swim evaluations and buddy checks to maintain safety.
- Lifeguards will be on duty, and rescue ready at all times. Should a camper need assistance, lifeguard will follow all procedures according to their certification.

Canoeing and Kayaking

- Campers and instructors will follow physical distancing and proper hand hygiene practices prior to/following any boating activity (e.g., individual kayaks, paddle boards, etc.).
- All shared and used equipment (e.g., paddles, lifejackets, boats) will be cleaned and disinfected between each use.
- We will limit the amount of shared supplies and equipment per activity by assigning campers a lifejacket to use for the week.
- After each week, staff will hand wash life jackets in hot soapy water. Allow to air dry and spray lifejackets with alcohol-based disinfectant spray. Commonly-touched surfaces of boats will be cleaned and disinfected after each use. No bleach will be used on these products per manufacture guidelines

Program Area Cleaning & Disinfection

Overall Guidance for Program Areas

- Campers and staff will wear cloth face coverings during indoor activities when maintaining physical distancing is not feasible due to area limitations. This will be a rare occurrence for our program, with usage most likely during emergencies (eg. when we need to shelter for storms).
- We will hold activities outdoors as much as possible
- Ensure campers and staff practice proper hand hygiene:
 - –Instruct campers to wash hands with soap and water for 20 seconds before and after activities, or
 - –Provide alcohol-based hand sanitizer containing at least 60% alcohol before and after activities.
- All shared items and equipment (e.g., bows and arrows, balls, slingshots, art supplies) will be properly cleaned and disinfected between use.
- We will limit the amount of shared supplies and equipment for activity by providing each participant their own (e.g., life jackets, art supplies) for the duration of camp, when feasible.

First Aid and CPR

•If first aid and/or CPR is required during an activity, camp staff will follow normal camp protocol that considers current guidance from the certifying agencies (American Red Cross, ASHI, American Heart Association) as well as state and local authorities including the fire and/or emergency services departments

Sports & Range Activities

- We will limit shared high-touch equipment and designate equipment to campers or groups, if feasible, for the duration of camp.
- All shared equipment will be cleaned immediately after each use or session, campers will also wash or use hand sanitizer into activities and as they leave an activity.
- Cleaning and disinfection at the end of each day will also be conducted on all sports and range equipment.

Arts & Crafts / STEM Activities

- All indoor arts & crafts and STEM activities should be conducted following physical distancing guidelines for camper groups and proper hygiene guidance. We will move these activities outdoors as much as possible. Seating will incorporate increased spacing and physical distancing will be encouraged.
- We will limit the number of individuals to the craft/STEM area, incorporate increased spacing and physical distancing, and require staff to wear masks or face coverings when indoors.
- All shared and used equipment (e.g., tools, scissors, paint brushes) will be cleaned and disinfected between each use.
- We will ensure there are enough supplies to minimize sharing during each activity.
- We will designate certain equipment to individuals for the duration of camp, to decrease the number of shared items, if feasible.

Overall Camp Cleaning and Disinfection Practices

Camp uses a variety of EPA-approved disinfectants. All staff are trained on their use, and children are not allowed to use any of our chemicals to clean. Below is an overview of how we will ensure our camp is clean and ready to serve our campers.

Communal Spaces

- Cleaning and disinfecting of communal spaces between groups. Activities will be scheduled to allow proper time for disinfection process.
- Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.
- Cleaning of outdoor structures made of plastic or metal can be carried out according to typical camp cleaning practices. More frequent cleaning of high touch

outdoor surfaces, such as grab bars or railings, will be completed throughout the day.

- Outdoor wooden surfaces, such as play structures or benches, will be cleaned according to standard camp practices and more frequently if needed to remove obvious soiling.

Toilets, Showers, Restrooms

- High touch surfaces including toilets, showers, and restrooms are cleaned and disinfected more than once per day.
- Camp staff will be wearing eye protection, gloves, and masks when cleaning.

Playground Equipment

- Playground equipment will be cleaned and disinfected multiple times per day.

Staff Wearing Masks

We recommend that you talk with your child about what camp staff will look like when they first arrive. Our staff will be wearing masks as needed during the camp day. Staff will be wearing masks, eye protection, and gloves at check-in during health screenings.

Throughout the day, staff may wear masks when physical distancing is not possible. We have a resource on our day camp homepage that can help you explain to children why they may see masks at camp this summer. Thanks in advance for helping us with this habit change to keep our camp staff safe.

How we will communicate, partners with you in safety

If a staff member, camper, volunteer, or any other person on our camp property is identified as a confirmed case of COVID-19, we will work with the Minnesota Department of Health (MDH) to ensure instructions are provided to your family about the exposure your camper or family may have had. We ask that your family partners with us in safety by being diligent with pre-arrival symptom checks, and honest with answering questions about any symptoms your camper may be experiencing. The best way to prevent exposure is to stay at home if experiencing any new symptoms of illness, no matter how mild. Below are outlined steps about how camp has been guided by MDH to respond to symptomatic individuals.

Responding to Symptomatic Individuals at Camp

- Camp staff will isolate the individual by separating symptomatic individuals by at least 6 feet.
- The area for individuals with symptoms will be in Hanson and/or Cedar Cabin.

- Staff staying with the individual should wear a face mask, a face shield or other eye protection, disposable gloves, and a disposable gown while working with individuals who have symptoms consistent with COVID-19.
- We will notify parents/guardians to immediately pick up their camper. Our camp staff will isolate in their living space until further clinical evaluation need is assessed.
- Parents/Guardians will receive a form from MDH when they pick up their camper explaining what their next steps may be as recommended from MDH.
- Contact tracing will begin immediately, and in conjunction with public health officials and local health department as needed.
- If a positive case of COVID-19 is diagnosed, MDH will be in touch with camp administration, and we will work directly with MDH to inform all participants who may have had close contact with a person who tested positive for COVID-19.
- We may consider asking an exposed “pod” to remain home until confirmation of diagnosis can be made, and if positive, remain home until the “pod” is determined cleared of infectious risk by local health officials, typically 14 days.

Disinfection and Cleaning After Known or Suspected Exposure

If it is discovered that camp property may have been exposed to COVID-19, we will close the affected facilities for a minimum of 48 hours:

- Close off areas used by the person who is ill. An entire facility may not have to close if the affected area is able to be completely closed.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning and disinfecting. This allows potentially infected airborne droplets to settle on surfaces, rather than hang in the air.
- Clean and disinfect all areas used by the person who is ill. This will include offices, bathrooms, common areas, shared equipment.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has other people in it. Wait until the room or space is empty to vacuum.
- Once the area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the ill person can return to work immediately after disinfection.
 - If more than 7 days since the person who is ill visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection.

The 48-hour minimum closure allows for a 24-hour “settling period,” followed by 24 hours to clean, disinfect, and ventilate. The closure may need to last longer than 48 hours if the affected area is large, cleaning personnel are not available, there are not enough healthy staff to resume hours, etc.

Camper Packing List

We ask that parent's pack the following items for their campers every day.

Please label ALL belongings.

We recommend packing all items into a backpack for the camper to keep their belongings together. Campers are also asked to pack a cloth mask. Campers will be asked to wear cloth masks when indoor activities cannot maintain physical distancing. We do not anticipate this to be a need often, but campers need to be prepared for an instance where a cloth mask is needed.

- Cloth Face Mask
- Sack Lunch (camp provides two snacks)
- Water Bottle
- Change of Clothes
- Closed-Toe Shoes
- Sunscreen
- Bug Spray
- Sweatshirt
- Swimsuit
- Towel
- Hat
- Rain Gear (as needed)
- Plastic Bag (for wet items)
- Prescribed Medication (contact Camp Director)
- Personal Hand Sanitizer