



# Whitemarsh TOWNSHIP

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## Whitemarsh Township's Miles Park Summer Camp COVID-19 Health & Safety Plan

These new protocols are designed for Whitemarsh Township's Miles Park Summer Camp, to provide camp experiences to our families with an increased focus on preventing the possible spread of COVID-19. We have evaluated all aspects of the operation and made adaptations to meet this goal. These guidelines are based on recommendations from the CDC, the American Camping Association, and the State of Pennsylvania (as of June 22, 2020) and are subject to change.

### Point of Contact

Each Whitemarsh Township Summer Camp has a designated point of contact responsible for responding to COVID-19 concerns. All camp staff, participants, and families should know who this person is, and how to contact them. The designated contact for Miles Park Summer Camp is:

- **Jon Walker, Recreation Superintendent**
  - **Email:** [JWalker@whitemarshtwp.org](mailto:JWalker@whitemarshtwp.org)
  - **Office Phone:** (610) 828-7276 x2402
  - **Cell Phone:** (215) 783-7645

### Communication Systems

The Township utilizes multiple means of communication with camp staff, participants, and families. Appropriate communications will be distributed through:

- Procure Connect (formerly Kinderlime), CommunityPass, e-mail, and calls and/or texts.

### General Guidelines

- In order to comply with the recommended guidelines & new camp procedures, the maximum daily enrollment for Miles Park Camp will be limited to 60 children.
- Campers will only be permitted to bring essential items such as spray-on sunscreen, bathing suit, towel, lunch, snacks, water bottle, hats, crocs, sunglasses, and spare clothes.
- Parents will be asked to disinfect everything that comes home with their child, each evening.
- Before arriving to camp, parents must screen their children for fever (over 100.4) coughing, runny nose, sore throat, diarrhea, or excessive tiredness, irritability, or any other symptom of COVID-19, as outlined by the CDC. If a child is displaying symptoms they should not come to camp.
- Masks will be worn by the staff per State of Pennsylvania requirements. They will also be required to complete a temperature screening immediately upon their arrival to the camp site.

- Social distancing will be accomplished through a combination of specific camp protocols & procedures (i.e. Camper/Staff Health Screening, Drive up Drop-Off & Pick-Up, Cleaning & Disinfecting, etc.), as well as additional safety strategies, as possible.

### Camp Staff Arrival & Screening Procedures

- Upon arrival, staff will report to an identified check-in location.
- Staff will be required to check their temperature and document the results in their **Temperature Log**. 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 required to disinfect the thermometer, and then use one of the handwashing stations to wash their hands using soap & warm water.
- Staff will be expected to self-monitor for signs and symptoms of COVID-19 and notify supervisor if any develop.
- The Camp Coordinator will verify that **Temperature Logs** are completed by all staff on a daily basis.

### Camper Drop-Off/Check-In

- Drive up drop-off procedure will be used. No parent/guardian should exit their vehicles, and are required to wear a mask if they do so.
- A designated staff member, in appropriate **Personal Protection Equipment (PPE)**, will approach the vehicle and ask the parent/guardian to verify the health of their camper, using the Health Screening Questions. Once completed, the parent/guardian will receive a prompt on their personal mobile device, through their **Procare Connect** account, which they will be required to sign/initial for record tracking.
- A Supervisor will check the camper's temperature before they exit their vehicle.
- The staff member will also ask for an anticipated pick-up time, and if the child has any medications to be dropped off.
- A 2<sup>nd</sup> designated staff member, in appropriate PPE, will then assist the camper(s) in exiting the vehicle, and will escort them to their group(s).
- Staff members are expected to monitor children for signs and symptoms of illness, and notify a Camp Supervisor or the Camp Coordinator immediately, if any child develops signs or symptoms of illness.
- No parent/guardian will be permitted to enter the facility.

### Camper Pick-Up/Check-Out

- Drive up pick-up procedure will be used. No parent/guardian should exit their vehicles, and are required to wear a mask if they do so.
- Vehicles will enter the Lower Germantown Pike Parking Lot, and park in a designated pick up spot.
- Parents will text the camp cell phone 215-370-2574 and provide the campers name and space #.
- A designated staff member, in appropriate PPE, will approach the vehicle, and check the driver's ID against the camper's **Authorized Pick-Up List**. Once verified, staff will use radio communication to call for the child, and the vehicle will be instructed to move to exit the drop off space.
- Staff will assist the camper to the vehicle from the designated pick-up area, avoiding contact with the child & maintaining 6 ft. of physical distancing, as possible.

### Camp Site Activity Zones

- The entire camp site has been divided into **Activity Zones**. These zones will be used to help keep appropriate distance between the camp groups.

- Groups should only enter an activity zone once it has been vacated by other groups and disinfected by camp staff, using cleaning/disinfecting products supplied by the Township.
- Multiple groups will not be permitted to utilize a single Activity Zone, at the same time.
- One-way ingress & egress procedures will be used to limit interactions in areas of close proximity.

### Camp Groups

- The daily enrollment maximum will be limited to 60, pre-registered, children.
- There will be 5 designated camp groups, each with 12 or fewer campers assigned.
- Campers & staff members will be assigned to a specific group, and will remain with that group for the entire week, and preferably, for multiple weeks, as possible.
- When appropriate, siblings will be assigned to the same group.
- Groups should not commingle with any of the other camp groups.
- Groups will, for the most part, operate independently from each other.
- Campers & staff members should practice social distancing, whenever possible.

### Social Distancing

*Social distancing requires a combination of several camp procedures & protocols.*

- Staff and campers will maintain the recommended 6 ft. of distance from each other, whenever possible.
  - 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.

### Monday Morning Meetings

- Whitemarsh Township camps offer week-to-week registration. With that, weekly rosters will vary. Each week, Group Leaders will hold a “Monday Morning Meeting” to layout the rules & expectations of campers & staff, while at Miles Park Summer Camp.
- Group Leaders will discuss the need to be attentive to social distancing, proper handwashing, and other health & safety procedures. This includes, but is not limited to:
  - “Social Distancing” - maintaining safe spaces between others and “stable group” concept.
  - Handwashing – 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.
  - Respecting Personal Space – Avoid touching other people's backpacks, personal water bottles, and not touching other campers, etc.

### Hand Washing for Staff & Children

- Handwashing with soap and water for at least 20 seconds is the easiest way to prevent the spread of COVID-19. If soap and water are not readily available, hand sanitizer will be used.
- In addition to standard handwashing practices, staff and campers MUST wash their hands...
  - Immediately upon arrival at camp
  - After blowing one’s nose, coughing, or sneezing (or assisting a child)
  - After using the restroom (or assisting a child with the restroom)
  - Before & after eating or preparing food

- Before & after touching shared equipment or any other items & surfaces that may be frequently touched by other people. (Door handles, tables, railings, etc.)
- Before touching their own, or a camper's, eyes, nose, or mouth
- Staff & campers will be encouraged to cover coughs & sneezes with a tissue. The tissue should be immediately discarded after use, and hands should be washed with soap & water for at least 20 seconds.
  - In the event that a tissue is not available, cough or sneeze into your elbow and then immediately clean & sanitize as appropriate.

### **Cleaning & Disinfecting at Camp**

- Miles Park staff members will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This also includes, but is not limited to, surfaces such as:
  - Doorknobs, light switches, sink handles, countertops, mats, toilet areas, chairs, cubbies, tables, playground structures, etc.
- The sharing of items that are difficult to clean, sanitize, or disinfect will be highly discouraged.
- Whenever possible, supplies will be assigned to a specific group, in order to minimize sharing of high-touch materials. If it is not possible to assign adequate supplies to each group, any shared equipment will be cleaned and disinfected prior to the next group's use.
- Toys or other equipment that children may have placed in their mouths, or that are otherwise contaminated by body secretions or excretions, will be set aside until they are appropriately cleaned & disinfected by a camp staff member.
- Appropriate cleaning, disinfecting, sanitizing, & personal safety supplies will be provided by the Township.

### **Meals (Lunch)**

- There is 1 scheduled "meal" time over the course of a day at Miles Park Summer Camp: Campers are required to bring their own snacks and lunches to camp.
- Seating areas will be set up so stable group seats are appropriately spaced (minimum of 6 ft. apart), and surfaces will be routinely cleaned and disinfected by camp staff, using appropriate supplies, provided by the Township.
- Any time that campers and/or camp staff will be eating anything during the camp day, they will be required to wash their hands with soap and water (the use of hand sanitizer is only permitted if access to soap & water is unavailable), immediately prior to doing so. Upon completing their meal, they will be required to discard any trash and immediately wash their hands again, prior to moving on to the next activity.

### **Staff and Training**

- The Camp Director is responsible for monitoring adherence to Miles Park Summer Camp COVID-19 procedures & protocols.
- Miles Park Summer Camp staff members will complete specific COVID-19 Health & Safety: Procedures and Protocols Training, prior to the start of camp.

### **Illness (Suspected COVID-19)**

- In the event that a staff or camper is exhibiting COVID-19 symptoms at camp, they will be immediately separated from the rest of the camp in a pre-determined “isolation area”. The point of contact will then communicate with the individual’s parent/guardian to ensure proper care is provided.
  - The “isolation area” will be located outdoors, but will still be covered from the elements. Camp staff will be trained on the location and usage of the identified space during their training.
  - If the “isolation area” is used/occupied by suspected person w/ COVID-19, then the space must be left vacant for 24 hours before being disinfected, after being occupied.
- An individual showing signs of illness will have their symptoms evaluated, including a temperature check.
- Based on the symptoms present, a camper may be asked to put on a mask.
- Campers may not be left alone in the “isolation area”.
- A parent/guardian will be asked to immediately pick up their child if they begin to show any signs of illness. Staff members will be sent home.
- Upon arrival, parents/guardians will be directed to the designated area to pick-up their child. They will be required to wear a mask when not in their vehicle, and will not be permitted to enter the facility.
- Staff members or campers that have shown signs of illness should not return to camp until they have met the CDC’s criteria to discontinue home isolation.
- Staff and campers should not come to camp, and should notify camp officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (campers) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case.

### **Enforcement & Monitoring**

- The Camp Coordinator is responsible for monitoring proper completion of all cleaning and disinfecting protocols.
- The Camp Coordinator, or other Township staff, will complete spot-checks to monitor compliance with Miles Park Summer Camp Health & Safety Procedures and Protocols.
- Staff who are observed not following and enforcing a policy or procedure will be retrained as soon as possible. Failure to follow or enforce any COVID-19-related procedures or protocols may result in disciplinary action, up to and including termination.