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**2020 PREPAREDNESS &
RESPONSE PLAN**

TRI-CITIES FAMILY YMCA
1 Y DRIVE, GRAND HAVEN, MI





FOR YOUTH DEVELOPMENT®
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2020 Full Day Summer Camp Preparedness & Response Plan

Introduction:

The Tri-Cities Family YMCA's commitment to providing quality, safe and responsive care to campers and staff has always been a top priority. This Preparedness and Response Plan has been developed according to the current guidelines and recommendations of the CDC, Y USA, ACA (American Camp Association), LARA (the state of Michigan's Licensing and Regulatory Affairs), and OSHA. This is considered a living document and will be updated along with new or changing guidance. It is intended to be implemented by the Tri-Cities Family YMCA's staff and families and is specific to the camp environment provided by the Tri-Cities Family YMCA in its licensed and accredited Summer Day Camp Program.

Questions regarding the contents of this plan and the operations of day camp may be directed to:

Jenna Bakker & Brianna Moynihan

Day Camp Directors

daycamp@tcfymca.org

616.842.7051 ext. 227

Meredith Long

Senior Program Director

meredith.long@tcfymca.org

616.842.7051 ext. 242

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This plan is divided into the following sections:

- I. Camp procedures for monitoring the signs and symptoms of COVID-19**
- II. Social distancing at camp**
- III. Hygiene practices**
- IV. Procurement and use of safety equipment**
- V. Communication and training to families, campers and staff**
- VI. Isolation procedures**
- VII. Ensuring staff to camper ratios in the event of illness**

I. Monitoring the Signs and Symptoms of COVID-19 with campers and staff



The best camp sessions start with healthy campers and this begins at home. In an effort to minimize illness at camp we ask that you check on the health of your camper prior to the start of camp.

GUIDELINES FOR ATTENDING CAMP

If your camper has exhibited symptoms of COVID-19 or tested positive for COVID-19, the camper must stay home until:

- They are fever free for a period of at least 72 hours without the use of medicine that reduces fevers

AND

- Other symptoms have improved

AND

- At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19.
- Written documentation that the camper is in good physical health from a medical professional will be required for your camper to return to or attend camp when symptoms have been present or identified.

If your child does not meet the **GUIDELINES FOR ATTENDING CAMP** please keep them at home. Additionally, please notify Camp Health Officer, Brianna Moynihan by emailing: daycamp@tcfymca.org or calling 616.842.7051 ext. 227.

For Campers:

All campers will be required to pass a daily health screening upon arrival to camp. This screening will include:

- a. Temperature check: all camper will have their temperature taken with a non-touch thermometer upon arrival to camp. Children with a temperature above 100.4 degrees F will be excluded from camp. Please

take your child's temperature prior to arriving at camp to ensure they are eligible to attend.

- b. Parents will be asked:
 - 1. Have you or your child been in contact with a person who has COVID-19?
 - 2. Has your child felt unwell in the last 3 days (fever, rash, cough, shortness of breath or difficulty breathing, sore throat, vomiting or diarrhea)?
- c. Campers will be asked:
 - 1. Have you felt unwell in the last 3 days (provide list of symptoms)?
 - 2. Are you feeling well today?
- d. Visual screen of campers for symptoms of illness: flushed cheeks, rapid or difficulty breathing, fatigue, extreme fussiness, etc.

If a camper has any symptoms or has been in contact with a person who has COVID-19, they will be excluded from camp.

- e. Continued monitoring of camper health during the camp day: If a camper shows symptoms or signs of illness, they will be isolated from the camp group. Camp Health Officer and point of contact, Brianna Moynihan will notify the camper's parent/guardian and or emergency contact to pick the camper up from camp. Sick or ill campers will wear a face covering until they can be picked up from camp. The camper can return to camp when they are able to meet the **GUIDELINES FOR ATTENDING CAMP**.
- f. The Ottawa County Department of Health will be notified of confirmed cases of COVID-19 in campers and provide additional guidance on the isolation of campers, contact tracing, and continued camp operations.
- g. Confirmed cases of COVID-19 in campers will be reported to the camp's LARA licensing consultant. Shared areas used by the camper with the confirmed case will be additionally cleaned and disinfected with respect to the normal cleaning and disinfecting protocols.

For Staff:

All staff will be required to pass a daily health screening upon arrival to camp. This screening will include:

- a. Temperature check: all staff will have their temperature taken with a non-touch thermometer upon arrival to camp. Staff with a temperature above 100.4 degrees F will be excused from work and sent home.
- b. Staff will be asked:
 - 1. Have you felt unwell in the last 3 days?
 - 2. Are you feeling well today?

If a staff member is unwell or displays symptoms of COVID-19 or illness they will be excused from work and sent home. Staff will be required to meet the same **GUIDELINES FOR ATTENDING CAMP** as campers before they are allowed to return to work. Staff will be encouraged to self-quarantine for a period of 14 days if they have been exposed to COVID-19. Staff that have identified symptoms of COVID-19 or illness prior to reporting to work will notify their supervisor immediately prior to the start of their shift.

- c. The Ottawa County Department of Health will be notified of confirmed cases of COVID-19 in staff and provide additional guidance on the isolation of campers, contact tracing, and continued camp operations.
- d. Confirmed cases of COVID-19 in staff will be reported to the camp's LARA licensing consultant. Shared areas used by the staff member with the confirmed case will be additionally cleaned and disinfected with respect to the normal cleaning and disinfecting protocols.

II. Social and physical distancing at camp



- a. Camp cohorts:
 - 1. Camp age groups will be divided into smaller, consistent, isolated camp cohorts. These camp cohorts will remain consistent for the entire camp week. Each camp cohort will contain fewer than 15 campers.
 - 2. All shared equipment used by camp cohorts will be cleaned and disinfected between uses.
 - 3. When using shared equipment, participants (campers and staff) Contact with external staff and between groups of campers will be limited.
 - 4. When camp cohorts cross paths or need to share a program area, strict hand hygiene and physical distancing will be practiced.
 - 5. All camp staff will wear face coverings/masks in instances where close one to one interaction between staff and campers occurs.
- b. Common spaces:
 - 1. Common space uses will be limited. In instances where there are common spaces uses among cohorts, spaces will be cleaned and disinfected between uses.
- c. Activities:
 - 1. Use of shared equipment will be limited and or cleaned and disinfected between uses.
- d. Inclement weather:
 - 1. The majority of camp operations will occur outside. When inclement weather (rain or extreme heat) presents and campers

are brought inside, locations that will allow camp cohorts to maintain social distancing will be used (West Gym, multi-purpose room, ACE Place, preschool classrooms, mind/body studio).

e. Field trips:

1. Camp operations will only occur at the licensed camp site. Field trips will be prohibited at this time.

f. Drop-off, pick-up, and hours of operation:

1. To ensure adequate staffing for smaller isolated camp cohorts, camp hours will begin at 8:30 am and end at 4:30 pm.
2. Staggered drop-off and pick up times will be implemented to help maintain social distancing between families and campers.
3. Parents and guardians will not be allowed past the designated drop-off and pick-up areas.
4. Only one authorized adult per camper will be allowed to drop-off and/or pick up.

III. Hygiene practices



a. Hand washing:

1. Campers and staff will wash their hands regularly with soap and water for at least 20 seconds. Hand washing will be rigidly enforced after blowing nose, coughing, sneezing, going to the bathroom, and before eating or preparing food. **Campers will be instructed to cover cough or sneeze with tissue or sleeve and this will be modeled by camp staff.*
2. Campers and staff will wash their hands or use hand sanitizer before and after use of shared equipment.
3. Soap and water will be used whenever available to clean hands. When soap and water are not available, alcohol-based hand sanitizer with at least 60% alcohol will be used, covering all surfaces of the hands.
4. Hand sanitizer will be kept out of reach of young campers. All campers will be supervised when utilizing hand sanitizer.

b. Surface cleaning and disinfecting:

1. Daily and regular cleaning and disinfection of frequently touched surfaces will be implemented
2. Non-porous surfaces:
 - i. All staff will wear disposable gloves when cleaning.
 - ii. Detergent cleaning solution will be sprayed 6-8 inches from the non-porous surface and wiped with a clean paper towel.
 - iii. Surface will be dried before applying disinfectant
 - iv. Disinfectant will be sprayed 6-8 inches from the non-porous surface and will remain on the surface for 30 second before being wiped away with a clean paper towel.

- v. After cleaning is completed, gloves will be removed and disposed. Cleaner will wash hands for 20 seconds with soap and water.
- 3. Porous surfaces:
 - i. Porous surfaces and materials will not be used in camp. These include but are not limited to: soft cloth bean bags, rugs, blankets, etc. Campers will be discouraged to bring these items from home.
- c. Common areas:
 - 1. Common areas will be given a daily deep clean by the end of the camp day and before the next day of camp operation.
 - 2. Frequently touched surfaces and materials will be cleaned and disinfected regularly at a minimum of every two hours.
 - 3. Changing areas, locker rooms, and bathrooms will be cleaned daily and when possible between use by camp cohorts.
 - 4. Shared materials (art supplies, gym equipment) will be cleaned and disinfected between uses by camp cohorts.
 - 5. Personal items from home that are not necessary for the operation or activities of camp will be strongly discouraged. This does not include: personal sunscreen, swimsuit/towel, or water bottle.

IV. Procurement and use of safety equipment



- a. Equipment:
 - 1. For staff includes: face coverings/masks and disposable gloves.
 - 2. For campers includes: face covering/mask when tolerable in close one on one interactions and/or when a camper is ill at camp
- b. Face coverings/masks:
 - 1. Authorized adult dropping off and or picking up camper are strongly encouraged to wear a face covering/mask unless medically not tolerable.
 - 2. Staff will be required to wear a face covering/mask when interacting one on one with a camper and social distancing cannot be maintained, when a camper or the staff member is presenting with signs or symptoms of illness, and when interacting with family members during drop off and pick up.
 - 3. Campers will be required to wear a face covering/mask when in close one on one interaction with a camper outside of their cohort when tolerable and social distancing cannot be maintained, when there is close one on one interaction between camper and staff, and when the camper is presenting as ill. If a camper is unable to remove a face covering/mask on their own then it should not be worn.

4. Face coverings/masks are worn not for the protection of the wearer but for the protection of those around them.
 5. Cloth face coverings worn by staff will be laundered daily at the end of the camp day and before the start of the next camp day. Campers will be provided disposable masks when needed and disposed of after use.
- c. Disposable gloves:
1. Disposable gloves will be worn when cleaning and disinfection materials, surfaces and areas.
 2. Disposable gloves will be worn when caring for an ill camper or staff member, providing first aid and/or CPR, preparing and serving snacks, and performing camper health screenings.
 3. Proper handwashing will occur after wearing and disposing of gloves.



V. Communication and training to campers, families, and staff

- a. Camp training:
1. Camp staff are trained in the following protocols and procedures relating to COVID-19:
 - i. Infection control including the monitoring of symptoms, health screens, isolation of campers and staff when ill, hand washing, cleaning and disinfecting.
 - ii. Use of personal protective equipment and how to don and doff.
 - iii. Reporting conditions that are unsafe to campers and staff and could potentially create a risk of infection.
 - iv. Signs and symptoms of COVID-19
 - v. Notification procedures for staff when they are ill or exposed to a confirmed case of COVID-19.
 - vi. Response plan of staff when there is suspected or confirmed case of COVID-19 in the camp environment: camper or staff.
 - vii. Proper protocols for temperature checks and health screening.
 2. Campers are trained in the following protocols and procedures:
 - i. How to tell a counselor you are not feeling well or report symptoms of illness along with assurances that they will not be punished.
 - ii. Proper hygiene, including, hand washing, use of hand sanitizer, and covering cough or sneeze with tissue or sleeve.
 3. Families are trained and or communicated the following protocols and procedures:
 - i. Guidelines for attending camp
 - ii. Preparedness and Response Plan

b. Communication to Families:

1. Camp families will provide multiple forms of contact to the camp program to ensure timely communication in the event of a health emergency or the camper becomes ill while in care.
2. Weekly written communication will be shared with families via iContact (email) through a weekly newsletter. These communications will include camp updates and links to the 2020 Summer Day Camp Family Handbook and 2020 Summer Day Camp Preparedness and Response Plan.
3. Verbal communication will be provided daily as needed to individual camp families or camp cohorts.
4. In the event of a known and confirmed positive COVID-19 case with a camper or staff, all camp families and staff members will be notified. This communication will include the days and times the individual with the confirmed positive Covid-19 case was present in the camp environment. Confidentiality will be maintained when reporting a confirmed Covid-19 case in the camp environment. Additional guidance for monitoring of symptoms will be included in this communication.
5. In the event of a known and confirmed positive COVID-19 case with a camper or staff, all campers and staff members that are suspected to have direct contact with this individual within their camp cohort will be additionally communicated with via a phone call and follow up email. Confidentiality will be maintained when reporting a confirmed Covid-19 case in the camp environment.
6. Queries regarding the operation of the day camp program may be directed to Camp Directors Jenna Bakker and Brianna Moynihan at daycamp@tcfymca.org or Senior Program Director Meredith Long at meredith.long@tcfymca.org.



VI. Isolation procedures


a. For campers:

1. When a camper becomes ill at camp or displays signs and symptoms of COVID-19, they will be isolated from other campers and staff in the day camp office. An alternative location if needed will be the Senior Program Director's office inside the facility of the Tri-Cities Family YMCA.
2. While isolated, camper will be provided a face covering/mask. Staff will be limited to the health officer/point of contact and one additional staff member when possible. Both staff members will don a face covering/mask.
3. Camper parent/guardian and/or emergency contact will be notified to pick up the camper. Attempts will be made by phone and email if necessary.
4. Camper symptoms and temperature will be documented on incident report for facility and state of Michigan by the Health Officer/point of contact of day camp director.
5. Ottawa County Department of Public Health and LARA licensing consultant will be notified of the camper's symptoms and or suspected illness.
6. Guidance from Ottawa County Department of Public Health and LARA will be followed in notifying the camp community.

b. For staff:

1. When a staff member becomes ill at camp or displays signs and symptoms of COVID-19, they will be isolated from other campers and asked to leave the camp environment immediately. If the staff person is alone or the last staff person on duty with a camper, the staff member will wear a face covering/mask and maintain social distancing to the greatest extent possible until another staff person can relieve them.
2. Staff will notify their supervisor immediately when ill or not feeling well at camp.
3. Staff symptoms and temperature will be documented on incident report for facility and state of Michigan by the Health Officer/point of contact or camp director.
4. Ottawa County Department of Public Health and LARA licensing consultant will be notified of the staff member's symptoms and or suspected illness.
5. Guidance from Ottawa County Department of Public Health and LARA will be followed in notifying the camp community.

VIII. Ensuring staff to camper ratios in the event of illness

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- a. Camp cohorts will exceed staff to camper ratios by one staff member.
 1. Camp age groups will be divided into smaller, consistent, isolated camp cohorts. These camp cohorts will remain consistent for the entire camp week. Each camp cohort will contain fewer than 15 campers.
 2. All shared equipment used by camp cohorts will be cleaned and disinfected between uses.
 3. When using shared equipment, participants (campers and staff) will wash hands before and after the activity with shared equipment.
 4. Contact with external staff and between groups of campers will be limited.
 5. When camp cohorts cross paths or need to share a program area, strict hand hygiene and physical distancing will be practiced.
 6. All camp staff will wear face coverings/masks in instances where close one to one interaction between staff and campers must result.
 - b. A portion of camp staff will work every other week to ensure additional staff are available should another staff member become ill or have to be isolated/quarantined from the camp environment.