

# Camp Policies & Procedures:

## COVID-19 2020

Town of New Castle Recreation & Parks Department

200 South Greeley Avenue

Chappaqua, NY 10514

(914)238-3909

### General information:

- At the beginning of each camp day, parents/guardians will be required to fill out a questionnaire that determines whether the camper or family has:
  - o (a) knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive for COVID-19 or who has or had symptoms of COVID-19;
  - o (b) tested positive for COVID-19 in the past 14 days; and/or
  - o (c) has experienced any symptoms of COVID-19 in the past 14 days.
- Parents/Guardians will be required to sign a waiver prior to the start of camp.
- Parents/Guardians will be required to sign a permission form for hand sanitizer (EPA approved) to be distributed to their camper.
  - o Once waiver and permission forms are complete, it will be sent out to all participants and posted on the Town camp website.
- Group sizes will be limited to no more than 10 per group. Two counselors will be assigned to each group and will remain with said group throughout the entire camp season, when possible.
- Overall camp sizes have been decreased to ensure safety.
- Signs will be posted throughout facility to promote social distancing and remind all of the below safety precautions:
  - o Cover their nose and mouth with a mask or cloth face-covering. (Staff & CITs only)
  - o Properly store and, when necessary, discard PPE.
  - o Adhere to physical distancing instructions.
  - o Report symptoms of or exposure to COVID-19, and how they should do so.
  - o Follow hand hygiene and cleaning and disinfection guidelines.
  - o Follow appropriate respiratory hygiene and cough etiquette.
- All cleaning/sanitizing supplies are from approved list of products from the list of EPA approved products provided by the DEC.

### Social Distancing:

- Each group will be assigned a “home base”. Home bases are not to be shared by any other camper or group and will be placed 6 feet from any other group’s “home base”. Campers that are not in that group will not be permitted to utilize another group’s “home base”. These areas will be sanitized after each use.
- Groups will NOT interact throughout the day. In the event the camp shares general space, such as for entertainers, groups will be separated from each other by 6 feet or more.

- Groups will rotate between activities. All materials used by a group will be disinfected by specialist, counselors, or other camp staff before another group uses said space or equipment.
- Drop-off/pick-up will be staggered by group to allow ample time for testing
- Parents/guardians will not be able to enter the camp facility, unless in an emergency.
- Staff will take campers from vehicle to their designated home base at drop-off and retrieve them from home base to vehicle at pick-up.
- Campers will not be able to share food or drinks.

### Protective Measures

- All staff and CITs will be required to wear face masks or cloth coverings at all times.
- General wellness and temperature checks will be administered for all staff upon arrival at camp.
- General wellness and temperature checks will be administered for all campers upon arrival at camp by counselors and Health Director
  - o Each staff and camper will be screened for fever (using a no-touch thermometer), respiratory issues or cough, as well as general health.
  - o Any staff or camper showing signs of illness will be immediately sent home.
- A change of clothes for all campers and staff is recommended.

### Day-to-Day COVID-19 Procedures

- Campers will be required to sanitize hands upon immediate entrance to camp, between all activities, and especially before eating.
- Sports/activities that involve less physical closeness will be encouraged over those that are close-contact or involve shared equipment and gear that cannot be cleaned and disinfected between uses.
- Shared objects will be limited. Any objects that may be shared will be cleaned and sanitized before and after use.
- Campers, in their designated groups, will rotate from activity to activity. Ample time will be scheduled between activities for sanitation of all equipment or supplies by staff.

### Staff Responsibility:

- Temperature checks of campers every morning, logged every day

- Staff will maintain cleaning and sanitizing protocols of all areas, including but not limited to:
  - o Their group's home base every morning before campers arrival and every afternoon after campers are dismissed
  - o All supplies/equipment used by their group before and after use
  - o Restroom facilities and any other shared areas
- General wellness checks/observations of campers
  - o If staff observes any symptoms of illness or COVID-19, staff must report them immediately to the health director who will contact the camper's parents/guardians.
- Promoting safe practices for groups including social distancing, hand washing/sanitizing, etc.

What happens if there is a COVID-19 case in camp?:

- In the event that a parent/guardian of a child/camper must be isolated because they have tested positive for, or exhibited symptoms of, COVID-19, the parent/guardian must be advised that they cannot enter the site for any reason, including picking up their child.
- If the parent/guardian – who is the a member of the same household as the child/camper – is exhibiting signs of COVID-19 or has been tested and is positive for the virus, utilize an emergency contact authorized by the parent to come pick up the child. As a “close contact,” the child/camper must not return to the child care or day camp for the duration of the quarantine.
- If the parent/guardian– who is the a member of the same household as the child/camper – is being quarantined as a precautionary measure, without symptoms or a positive test, staff should walk out or deliver the child/camper to the parent/guardian at the boundary of, or outside, the premises. As a “contact of a contact” the child/camper may return to the child care or day camp during the duration of the quarantine.
- If a child/camper or their household member becomes symptomatic for COVID-19 and/or tests positive, the child must quarantine and may not return or attend the child care or day camp program

CAMP ADVENTURE (grades 1<sup>st</sup> through 8<sup>th</sup>) ONLY:

- Since Amsterdam Park is a full outdoor facility, the Town has rented multiple large tents and a restroom trailer to accommodate the camp.
- Camp Adventure will run rain or shine.
- In event of predicted thunderstorms, Camp Adventure will **NOT** be held that day. Parents will be notified by 7am that day, or earlier.

- In the event of unpredicted thunderstorms, we will enact the Lightening Safety plan, getting all campers and staff to safe locations until the storm passes or alternative accommodations can be made.

TOTS CAMP (ages 3 to 5) ONLY:

- Tots Camp will be held at the First Congregational Church in Chappaqua.
- Camp will primarily be held outside, with few designated activities indoors.
- We will monitor each group and the daily weather temperatures to ensure the safety of our campers, using indoor spaces only as needed on very hot days.
- Rainy days:
  - Tots camp WILL be held, rain or shine.
  - In the event of rain/thunderstorms, each group will have an assigned classroom/home base.
  - Rotation between home base and other indoor activities will have ample time for sanitizing of equipment and materials between all groups.

All policies and procedures listed above are taken from the NYS Department of Health Statewide Guidelines. These can be found here: <https://forward.ny.gov/statewide-guidelines> .

**Please note that this is an ever-evolving situation. Any new or updated information will be sent out as soon as possible. Thank you!!!**