



## Summer Camp 2020 Policies and Procedures

### Staff Training

All Summer Camp Staff must watch the YouTube Video "Safe Operations of Summer Camp During COVID-19". They must also review the Rhode Island State law governing child abuse and neglect, acknowledging understanding of the concept of mandated reporters and demonstration awareness of what actions they must take if they have a concern.

### Policies & Procedures

#### **Allergies**

If a child has allergies, the allergy will be noted on the camp roster. There will also be a note if the camper carries an epipen or inhaler. If the child administers either their epipen or inhaler, they must be taken to the camp nurse for further evaluation. The camp nurse has health information for all campers.

#### **Bathrooms**

Counselors will work to include bathroom breaks for the entire group of campers. If an individual camper needs to go to the bathroom, they may go and must return to the group immediately afterward. *Everyone must wash hands after they are finished in the bathroom.*

#### **Child Illness**

If a child appears sick or complains of not feeling well, a camp counselor should take the child to the nurse for evaluation. The counselor should remain at least 6 feet away from the child, if possible. Once the child has been brought to the nurse, the counselor must wash their hands before returning to their group.

#### **Disinfecting/Sanitizing**

Each camp will have a bottle of spray disinfectant and paper towels. Counselors must clean an area when they enter and leave. Any shared items must be cleaned frequently during the day.

Do not spray disinfectant on any person. If anyone is concerned about their cleanliness, have them wash their hands.

Camp staff or counselors must spray disinfectant on playground equipment between each group's playground time.

Additionally all camp facilities will be cleaned and disinfected nightly.

### **Emergency response/evacuations**

If the fire alarm sounds, all campers, counselors, and staff will meet on the lawn on the backside of Hopelands, between the building and the iron fence. If an evacuation is required, all campers, counselors, and staff will meet on the field closest to the stone wall and the Head of School's house. Each group will have a roster to take attendance as necessary.

### **Face Masks**

All counselors/staff must wear a face mask at all times. Disposable face masks will be provided to staff if needed.

Campers within a group do not have to wear a face mask, but it is recommended to do so. Face masks are not required at the waterfront or during water-based camps such as kayaking.

### **Handwashing**

All groups should wash their hands when they arrive, mid-way through morning/afternoon, and before departure. Anyone can use hand sanitizer if washing hands isn't possible.

### **Injury reporting**

Any injury must be reported to the nurse immediately for evaluation. If the camper is unable to move on their own to go the nurse, counselors must radio for help and assistance.

### **Medication administration**

Only the nurse may administer medications of any kind. The only exception to this rule is if a child self-carries an epipen or inhaler. If a child self-carries an epipen or inhaler, this will be noted on the camp roster.

### **Stable Groups**

Each camp group will remain the same the week. There will be no transferring between groups. We must be able to provide contact tracing information if needed.

### **Physical Distancing**

Physical distancing is not required within a group. Each group must remain at least 14 feet apart.

## **Staff or Counselor Illnesses**

If a staff member does not feel well, they should not come to work. Additionally all staff members must report any contact with someone who has tested positive for COVID-19 or is exhibiting symptoms of COVID-19.

## **Privacy, Confidentiality, & Social Media**

There will be no pictures or posts on social media about camp. Additionally, staff cannot disclose any information about illness or anyone's medical condition at camp.

## **COVID-19 Reporting**

If a camper begins to show signs of illness, take them to nurse. Do not let them remain with the group. Anyone showing symptoms of COVID-19 will be reported to RIDOH.

## **Self-attestation**

All camp staff and counselors must fill out a Self-attestation form at the beginning of each shift. All camp staff and counselors must affirm that they are not showing any signs of COVID-19 including, but not limited to trouble breathing, fever or chills, shortness of breath, loss of taste or smell, cough, fatigue, unexplained muscle or body aches, headache, nausea or vomiting, or diarrhea. Additionally, all camp staff and counselors must affirm that they have not knowingly come into contact with anyone who has tested positive for COVID-19, travelled outside of Rhode Island in the past 14 days, or been required to quarantine within the past 14 days.

## **Storage of Toxic Substances, Chemicals, and Personal Medications**

There should not be any toxic substances at camp. Disinfectant bottles must be returned at the end of each day. If a staff person needs to take medication during the day, they should keep it in a backpack or other bag.

## **Supervision/group size**

Each camp group will have approximately 13 campers. Staff must never leave a group unattended. Each camp group will have a radio which should be used to call for assistance.

## **Transportation**

If a camp is traveling to another location by bus, seating is limited to one student per seat on the bus.

## **Health Screening of Campers**

All children will be verbally screened daily upon their arrival at camp. The adult bringing the child to camp must verbally attest that the child is not exhibiting any of the symptoms of

COVID-19, has not knowingly come into contact with someone diagnosed with COVID-19 and has not travelled outside of the state within the past 14 days.

### **Drop-off**

Camp drop-off will be in the back parking lot. Cars will be screened in the parking lot area and cleared before they can proceed to drop off their child(ren) for camp.

#### **The procedure is:**

1. Health screening in parking lot
2. If cleared, the car proceeds to the drop-off area by gym. No one other than the camper may exit the car.
3. If not cleared, the car may drive through the drop-off area and around the island to leave the campus.

### **Pick-up**

Camp pick-up for all campers will be in the back parking lot. Anyone arriving for pick-up must remain in their car.

#### **The procedure is:**

1. Car pulls into the parking lot area, the staff member or counselor radios ahead the child's name for pick-up.
2. Staff and counselors bring the child for pickup and child waits on white lines on pavement.
3. Staff and counselors who are directing traffic and call for the name of the child on the dashboard sign and assist the child into the car.