

# UDP&R

## UPPER DUBLIN PARKS & RECREATION

### COVID-19 HEALTH AND SAFETY GUIDELINES

**Changes to this document may occur as policies and guidelines are updated**

**Operating in Cohorts:** As we continue to interpret CDC, ACA, and PA Department of Health guidance, as it pertains to UDP&R, one of the agreed foundations of a safe and successful program is operating in “cohorts”. The following is an excerpt from the ACA Field Guide for Summer Camps:

“Implementation of steps to establish small group sizes, limit mixing of these groups, and restrict large gatherings is among the key recommendations for the 2020 camp season. As stated in the WHO/CDC guidance, in Phase 2, groups or cohorts of up to 50 persons can assemble for discrete activities. Keeping groups and activity cohorts separate by six feet from other groups or activity cohorts serves to prevent these groups from mixing with other groups.” UDP&R’s group (cohort) size will be 10 campers:1 counselor; max of 50 persons per active space.

Cohorts do not require masks and may intermingle. We will carry this concept throughout our day in all our routines and procedures. We ask that every parent, sibling, relative and friend that your child comes in contact with, outside of our site, acts responsibly to protect your camper and our Upper Dublin community.

**Participation** – All in-person camps are limited to Upper Dublin Township residents, children of 1st Responders and Essential Workers. Virtual camps are open to all.

**Pre-season Screening:** Staff and participants must pre-screen for a two-week period prior to their first UDP&R on-site day. We are requiring families to document their daily pre-screens on a “Pre-Camp Health Screening Form” will be emailed to each participant and will also be available on our website. The form requires you to record the daily temperature of your child. Our protocol temperature must be 100.4°F or below, following the PA Department of health’s worker protection guidance. You will also record the presence of any of the following physical symptoms: cough, diarrhea, fatigue, headache, muscle aches, loss of taste or smell, sore throat, or vomiting. We urge you to keep your child and our UDP&R community safe by completing the form daily. Completed forms must be emailed to [techevarria@upperdublin.net](mailto:techevarria@upperdublin.net).

**Daily Screening:** This daily pre-screen must continue for all children and staff throughout the summer, prior to leaving their residence. DO NOT come to the site with a temperature above 100.4° or exhibiting any physical symptoms. A ‘Health Screening Calendar’ will be provided to families. It will be similar to the Pre-Camp Health Screening Form, complete this form daily, prior to attending your select program. If your child’s temperature exceeds 100.4°, or they are exhibiting physical symptoms, you must keep them at home. The staff may require a doctor’s written consent stating your child is clear to return to the site. Email [techevarria@upperdublin.net](mailto:techevarria@upperdublin.net) with the health reason you are keeping your child at home.

**COVID-19 exposure at camp:** It is of the utmost importance that open lines of communication exist between UDP&R and parents, and between parents and UDP&R regarding a person’s exposure to COVID-19. The appropriate staff member will reply as soon as possible. Please email Tammy Echevarria, [techevarria@upperdublin.net](mailto:techevarria@upperdublin.net), (215) 643-1600 x3443, immediately if any of the following occur:

- If your child is exposed to someone who has a known or suspected case of COVID-19 (that could be a friend, family member, neighbor, anyone!) do not send your child to camp. We will contact you for more information and further guidance.
- If your child has obvious symptoms of COVID-19, do not bring your child to camp. We will contact you for more information and further guidance.
- If your child has a confirmed case of COVID-19, do not bring your child to camp! Policy currently dictates that you must quarantine at home and a negative test must be provided in order to return to camp.

In the event a child or counselor in your child's cohort has had a possible COVID-19 exposure, we will contact you immediately by email. We will not disclose the name of the child or counselor, maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Other children in the cohort may continue to come to camp and will be closely monitored by both the staff and group counselors.

In the event a child or counselor in your child's cohort has a confirmed case of COVID-19, parents of children in that cohort will be emailed and called immediately. Anyone who may have had close contact with a person diagnosed with COVID-19, will be advised to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop. Individuals from that cohort can return to camp with a confirmed current negative COVID-19 test result. Credit will be issued for missed days under these circumstances.

If staff or camper(s) develop symptoms after admittance to camp, they shall be separated from their group until pick-up by a parent or guardian. The other campers shall be removed from the space in which the sick camper was located. The room shall then be sealed for at least 24 hours, ventilated if practical, after which it shall be cleaned and disinfected by staff.

The Montgomery County Department of Health will be notified in the event a camper or staff member becomes ill with COVID-19.

Free diagnostic testing for COVID-19 is available locally at urgent cares and pharmacies. Generally, a physician's order or telemedicine consultation is required prior to the test.

**Promoting Behaviors that Reduce Spread** - Staying Home when Appropriate -

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation>

**Site arrival:** This year we are staggering arrivals for families to help minimize congestion at the drop off area. Drop off will take slightly longer than usual because of the screening procedures. We asked you to select a drop-off time at the time of registration. All details will be confirmed 1 week prior to your child's first day with UDP&R. We will allow some flexibility based on individual situations. Arrivals before 8am will not be permitted. When you pull up to the drop off point, drivers MUST stay in the vehicle, and a gloved and masked greeter will open the passenger side door and take the temperature, using an infra-red thermometer, of all participants in the car. Children passing protocol will be provided with hand sanitizer and then instructed to join their co-hort.

Children exhibiting an Elevated Temperature or Obvious Symptoms: A child with a temperature above 100.4° will be asked to remain in the vehicle and be directed to the "waiting area" of the parking lot for an additional screening by the staff. Our staff will re-take temperature and screen for physical symptoms. If cleared by the staff, the child will sanitize hands and join their cohort. If a child is not cleared, they will be required to return home. No credit will be given for that day. To be admitted back into UDP&R, the staff may require a doctor's written consent stating the child is cleared to return to UDP&R.

**Vehicles:** We ask parents providing transportation to sanitize door handles and interior items, such as seat belt clips and harnesses on car seats that greeters may come in contact with, before arriving on site. Greeters will be gloved and masked. Drivers MUST stay inside the vehicle and ALL children should exit the vehicle on the passenger side. As a reminder, the speed limit is 5 mph in the parking lot.

**Seat Belts:** Most campers will be expected to unbuckle at drop off and buckle up at pick up, without assistance. If greeter assistance is required, counselors will use disinfectant wipes to sanitize buckle mechanisms before assisting children.

**Lunch:** We will have three lunch periods for each cohort to aid with maintaining appropriate distancing. Disposable lunch bags are required this year – no reusable lunch bags or containers for food storage will be permitted. All uneaten food will be thrown away. If there are any health changes you will be contacted for immediate pick up.

**Snack:** Children must bring their own disposable water bottles and snacks each day.

**Dismissal/Parent Pick-up:** Vehicles will be directed to enter the main parking lot and follow staff directions, (a map will be emailed the week prior to your child's arrival at camp). Drivers MUST stay in your vehicle and stay in vehicle line. Signs will mark pick-up and drop-off areas. Vehicles need to display child(s) name card. Dashboard cards will be distributed on the first day of your child's attendance. Grades 5-8, will be picked up at the lower lot. Grades K-4, will be picked up at the Main entrance in the upper lot. At this point, you may exit as directed. The 'overflow' area on the map, marked with yellow arrows, will be utilized if traffic begins to back up onto Twining Road. Please be patient with us and your fellow parents. Follow signage and directions of staff.

**Activities:** The majority of our day will be outdoors, so campers should dress appropriately, bring a hat and sunscreen. There will be indoor breaks, on a rotating basis. Limiting the number of cohorts that are inside at one time. Activity supplies will be distributed to each individual camper, where feasible, limiting the number of shared objects. Shared objects will be cleaned and sanitized after each use.

**Physical Distancing:** 6' physical distancing shall be maintained by:

- o Having staff monitor and remind campers to keep space
- o Utilizing outdoor spaces
- o Physical markers indoors
- o Having campers sit at least six feet apart from other campers
- o By eliminating games and activities requiring close proximity

**UDPD:** Each Wednesday, children will participate in Summer Safety University, hosted by officers from The Upper Dublin Police Department. Topics which will be covered are: Bullying, Social Media, Police Work, Drugs & Alcohol, Stranger Danger, EMS and much more. The UDPD will host special events, water pistol range, bike safety/bike ride and a physical fitness event, as well. A schedule of events will be posted by 7/1.

**Rainy Day Camp Policy:** Our goal is to provide as complete a program as possible on rainy days. We do have plenty of indoor/semi indoor space to safely absorb a few showers or quick afternoon storm. Even with lower numbers of campers per group, as you can imagine, programming cohorts during a full day of rain will be a challenge. Children should bring rain gear on rainy or rain threatened days. We will keep children active and stimulated. Please be patient and follow directions of the staff.

**Cleaning and Sanitation:** Our group counselors and specialists will be trained to incorporate sanitizing practices within their work area or cohort. We have hired additional staff to provide regular and frequent cleanings of highly touched surfaces, such as tables, chairs, door handles, sink handles and drinking fountains. All indoor areas, bathrooms, comfort areas, and offices will undergo extensive cleaning each evening. Products will meet EPA disinfection criteria and will be stored in locked maintenance closets. Cleaning products will not be used near children and adequate ventilation will be maintained while in use. Gloves will be used when removing garbage bags or handling/disposing of trash. Hands will be washed after removing gloves.

**Hand Hygiene and Respiratory Etiquette:** Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among campers and staff.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer) ☑ Encourage staff and campers to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

**Camp Bags:** At this time, few personal items should travel between home and UDP&R. Labeled backpacks are necessary for children to transport sunscreen, bathing suits, towels, water bottles and lunches. We will store children's bags/personal items in individually marked cubbies/lockers. We will require that you sanitize both the inside and outside of the backpack daily, before packing clothing and your disposable lunch bag. Best practices are that items brought to the site should be extremely limited. **Soft (Porous) Surfaces -** For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning: Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Otherwise, use products [that are EPA-approved for use against the virus that causes COVID-19](#)<sup>external icon</sup> and that are suitable for porous surfaces.

**Masks/face coverings:** Campers are not required to wear masks when we are able to safely social distance outdoors, but they may choose to do so. Staff working in buildings are required to wear masks. Staff working outside will socially distance and will not wear masks unless the activity dictates. While inside, all staff assisting campers changing and applying sunscreen will wear masks. **We request that participants plan to bring a mask on Monday and families are asked to prepare children for the possibility that masks may have to be worn to participate in our youth programs.** Greeters will wear masks at arrival/departure times.

**Information on proper use, removal, and washing of cloth face coverings can be found:**

<https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Note: Cloth face coverings should not be placed on: Anyone who has trouble breathing or is unconscious; Anyone who is incapacitated or otherwise unable to remove the cover without help

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

**Changing:** We will incorporate water activities into some days. All children should come to the site with a swimsuit under their street clothes on water days. All groups will change in the building – in small groups.

**Groups:** Smaller group size will enable us to manage program and facilitate COVID-19 guidance. Average group size is 10 campers:1counselor. Active spaces will be limited to 50 participants. Children will be grouped by ages, where feasible.

**Calendar and Daily Schedule:** The calendar and daily schedule are still being developed. We have made the difficult decision to cancel all trips and on-site special entertainers, but are working very hard to incorporate other on-site activities to replace those special days.

**Signage:** COVID-19 infection prevention signage shall be posted at various locations throughout the camp.

Example: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

**COVID-19 Point of Contact is Tammy Echevarria**, 215-643-1600 x3241 or [techevarria@upperdublin.net](mailto:techevarria@upperdublin.net). Please feel free to contact Mrs. Echevarria with any questions or concerns.

**LOOKING AHEAD...** As Montgomery County moves into the Green Phase, we may ease some of the restrictions and modify procedures. In the event that Montgomery County returns to the Red Phase, this camp will not be permitted to remain open.