

Sunny Dayz Camp COVID-19 Response Manual

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions youth camp administrators can take to help lower the risk of COVID-19 exposure and spread during camp sessions and activities. This manual addresses the steps taken to assist in these efforts at Sunny Dayz Camp.

1.0 Camp Preparation and General Guidelines

- 1.1.1 The Camp Directors will serve as the primary contact for campers, parents/ legal guardians and staff regarding COVID-19.
- 1.1.2 Staff will Inform relevant local public health authorities of planned camp operations.
- 1.1.3 Personal protective equipment controls required will be determined in conjunction with the State of Texas, local public health officials and recommendations from the Centers for Disease Control and Prevention (CDC).
- 1.1.4 Sunny Dayz camp will provide weekly emails for distribution to parents/legal guardians of campers to explain rules and guidelines for campers to follow during their time at camp.
- 1.1.5 Sunny Dayz Camp will provide weekly reminders via email and in person for campers, staff and parents/ guardians communicating the importance of vigilantly monitoring their health for symptoms associated with COVID-19 and staying home if they are showing any symptoms.
- 1.1.6 Staff will create awareness for staff and families to self-report to the camp administrators if they have symptoms of COVID-19, tested positive for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.
- 1.1.7 Staff will be prepared to monitor absenteeism of campers and staff, cross-train staff, and create a roster of trained back-up staff.
- 1.1.8 Staff will post relevant posters and signage in highly visible areas from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and/or other accredited health agencies and post in appropriate places where intended audiences can be reached. Examples include:
 - COVID-19 information
 - Handwashing
 - Cough etiquette
 - Symptoms associated with COVID-19
 - Stop the spread of germs
 - Physical distancing
- 1.1.9 Staff will provide training and educational material, including this guide, to staff.
- 1.1.1 Sunny Dayz Camp will work in conjunction with and follow the guidance of the local Health Department in the event of a positive case of COVID-19.

2.0 Communication

2.1 Parent/ Legal Guardians Communication

- 2.1.1 Sunny Dayz Staff will inform parents/legal guardians about the precautions and procedures the camp has implemented/will implement to minimize the risk of COVID-19 exposure.
- 2.1.2 Sunny Dayz Camp will remind parents/legal guardians about populations of campers that have a higher risk for complications related to COVID-19 and encourage and support them to take additional precautionary measures.
- 2.1.3 Communicate the importance of keeping campers' home if they show any symptoms associated with COVID-19.
- 2.1.4 Inform parents/legal guardians about health monitoring measures put into place. Temperature screenings will occur.

2.2 Camper Communication

- 2.2.1 Staff will distribute documentation prior to camp containing rules and guidelines for campers to follow during their time at camp.
- 2.2.2 Staff will hold small group trainings and demonstrations on behaviors and precautions campers should abide by to prevent the spread of COVID-19 daily to campers, including:
 - How and when to effectively wash and sanitize hands
 - How to practice physical distancing in various settings
 - Which symptoms to look out for and when to report them and to whom
 - When to stay home
 - Coughing etiquette
- 2.2.3 Staff will be trained on communication with campers on COVID-19.
 - Encourage campers to talk about how they are feeling. Tell campers they can ask you any questions and make yourself available to talk and listen.
 - Be calm and reassuring; be careful not only about what you say but how you say it.
 - Be a source of comfort.
 - Listen for underlying fears or concerns. Ask questions to find out what a concerned camper knows about COVID-19.
 - Let campers know that fear is a normal and acceptable reaction.
 - Provide only honest and accurate information. Correct any false information they may have heard. Note: Make sure to be considerate with campers when correcting any information.
 - If you do not know the answer to a question, say so. Do not speculate. Find answers by visiting the CDC website.
 - Make sure campers know how the virus can spread and how to prevent it from spreading.
 - Talk about what the camp is doing to protect campers from getting sick.
 - Tell campers that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young healthy individuals.

- Let campers know that teens and children seem to get a milder illness when compared to adults.
- Speak in age-appropriate language:
 - Early elementary school aged children: Provide brief, simple information that balances COVID-19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they make every day to stop germs and stay healthy, such as washing hands. Use language such as “Adults are working hard to keep you safe.”
 - Upper elementary and early middle school aged children: This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are making to prevent germs from spreading and keep people healthy.
 - Upper middle and high school aged children: With this age group, issues can be discussed in more depth. Refer them to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID- 19.
- Reduce stigma against individuals who have traveled recently.
- Direct campers with questions you cannot answer and/or fears you cannot assuage to administration or the designated staff member(s) responsible.
- Have follow-up conversations with campers who have asked questions or expressed concerns

3.0 COVID-19 Camp Screening Procedure

3.1 At-Home Screening

- 3.1.1 Campers and staff must have a temperature under 100.0 for 72 hours prior to attending camp and self-screen of the presence of COVID-19 Symptoms. If any symptoms are present, campers and staff shall not attend camp.
- 3.1.2 Campers and staff must remain home if you have been in close contact with a person who has been diagnosed with, tested for, or quarantined as a result of COVID-19.
- 3.1.3 Sunny Dayz Camp will act consistent with all US State Department travel restrictions for international travel.

3.2 Arrival Health Screenings

- 3.2.1 Sunny Dayz Camp will conduct initial health screenings each morning prior to the beginning of camp during the check in process including temperature checks and self-screening for COVID-19 symptoms.

3.3 On-going Screening (Post-Lunch)

3.3.1 Temperature screenings will be conducted after lunch.

3.4 Sunny Dayz Camp will follow the health protocols regarding sick campers and staff members directed by the State of Texas Checklist for Day Youth Camp Operators and Staff listed at open.texas.gov. Be advised, given the fluidity of COVID-19, the protocols may be updated throughout the summer based on guidance from the CDC and/ or the American Academy of Pediatrics.

4.0 Camp Cohorts

4.1 Sunny Dayz Camp will utilize cohorts to reduce the risk of transmission of communicable diseases, such as COVID-19. Cohorts are small groups (5-15 people) broken down by age that are kept as consistent as possible to limit exposure to large numbers of people.

4.2 Sunny Dayz Camp will:

- Organize camp into the smallest practical group sizes and to the extent possible keep groups consistent throughout the camp program.
- To the extent possible, maintain consistent counselor assignments for groups aka as “households” and activities.
- To the extent possible, minimize mixing between groups.
- If groups must mix, other mitigation methods such as outdoor activities, increased ventilation in buildings, physical distancing between groups, or the use of facial coverings if age and developmentally appropriate. Note that group size must still comply with state and/or local requirements. Proper staff to camper ratios and minimum staffing requirements will be maintained.
- Limit visitors and indoor programs at the facility as much as possible.

5.0 Drop off and Pick Up

5.1 Drop Off

- 5.1.1 (Car-Pool Drop off offered between 7:30 to 9 a.m.; after 9 a.m. parents must physically get out of their vehicle and sign children in at the front desk)
- 5.1.2 Camp staff will send communications to parents/guardians detailing the drop-off procedures.
- 5.1.3 Sunny Dayz Camp will communicate to parents/guardians the benefits of designating one parent/guardian to drop off campers every day. Individuals who are at higher-risk for severe illness, per CDC guidance, are not recommended to drop-off campers.
- 5.1.4 Allow for campers and staff to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the facility.
- 5.1.5 Perform initial health screening of campers upon arrival.
- 5.1.6 Upon arrival to camp disinfect all camper baggage.

5.2 Pick Up

- 5.2.1 Car-Pool Pick-Up offered between 4 to 6 p.m.; between 9 and 4 p.m. parents must physically get out of their vehicle and sign children in/ out at the front desk)
- 5.2.2 Sunny Dayz Camp will send communications to parents/guardians detailing pick-up procedures.
- 5.2.3 Communicate to parents/guardians the benefits of designating one parent/guardian to pick-up campers every day. Individuals who are at higher-risk for severe illness, per CDC guidance, are not recommended to drop-off campers.
- 5.2.4 Required all parents/guardians to show valid photo ID to pick-up their campers.

6.0 Maintaining Healthy Environments

6.1 Hand Hygiene – Campers and staff will be required wash hands with soap or use hand sanitizer throughout the day. Hand Sanitizers will contain greater than 60% ethanol or greater than 70% isopropanol.

- Arrival
- After using common items
- After using the restroom
- Before eating food
- After coughing, sneezing, blowing nose
- Before and after activities utilizing shared resources

6.2 Physical Distancing - Sunny Dayz camp will implement the following strategies when feasible:

- Encourage physical distancing through increased spacing
- small groups/ cohorts
- limited mixing between groups
- Staggered scheduling

6.3 Cleaning and Disinfection

- 6.3.1 Cleaning methods follow the recommendations of the Centers for Disease Control and Prevention (CDC).
- 6.3.2 Cleaning and disinfecting communal spaces at least once daily.
- 6.3.3 Shared equipment will be cleaned and disinfected at least daily.
- 6.3.4 As with other frequently touched surfaces, toilets and restrooms are cleaned and disinfected at least daily.
- 6.3.5 Sunny Dayz Camp will be using playgrounds during the camp day with their group. Playgrounds are not routinely sanitized.

6.4 Cleaning Methods

- 6.4.1 Sunny Dayz will use EPA Certified cleaners and disinfectants

- 6.4.2 Staff will pay extra attention to high touch areas, including, but not limited to, handrails, door handles, cabinet and drawer handles, shared sports equipment or craft tools.
- 6.4.3 Open outside doors and windows to increase air circulation in the areas, if possible.
- 6.4.4 First clean visibly dirty surfaces then perform disinfection.
- 6.4.5 Use disposable wipes/paper towels to clean surfaces if possible, rather than reusable cloth wipes, as the latter can re-contaminate surfaces.
- 6.4.6 Cleaning staff and others should clean hands with soap and water often, including immediately after removing gloves and after any cleaning process.
- 6.4.7 In general, staff will avoid handling campers' belongings. If handling of campers' belongings is needed, gloves will be worn.

7.0 Food Service

- 7.1 Parent/ legal guardian to provide lunch, two snacks and a refillable water bottle or multiple drinks all properly labeled with camper's name.
- 7.2 No food brought to camp should require any additional heating, cooking, or refrigeration
- 7.3 No trading or exchanging food between campers
- 7.4 Physical distancing will be required during all meal and snack times.
- 7.5 Meal and snack times will be staggered/ distanced among groups/ cohorts to limit group sizes.
- 7.6 No group/shared food items
- 7.7 Any food provided by Sunny Dayz Staff will be prepackaged and require no preparation.
 - 7.7.1 Staff serving food will wash hands before and after serving.
 - 7.7.2 Staff will wear disposable gloves while serving food.

8.0 Field Trips and Special Guests

- 8.1 Sunny Dayz Camp has cancelled all outside field trips and special guests in June and will continue to as necessary in conjunction with local and state guidelines.
- 8.2 Sunny Dayz Camp will contract Conroe Independent School District (CISD) for any and all transportation needs for camp and abide by all Conroe Independent School District policies and transportation protocols as directed in the Checklist for Day Youth Camp Operators and staff at open.texas.gov as they relate to bus travel.

9.0 PPE

- 9.1 Training and Logistics
 - 9.1.1 Staff will be trained on the correct usage of PPE
 - 9.1.2 Train staff on hand hygiene after removing gloves.
 - 9.1.3 Provide both initial and refresher training on the different types of PPE needed for specific tasks and the reasons they are necessary
 - 9.1.4 Provide and maintain adequate supplies of PPE for all Camp Staff
 - 9.1.5 Provide and properly label designated cleaning areas, disposal areas, and bins for all used PPE.

9.2 PPE Guidance

- 9.2.1 Camp Staff shall wear face masks when interacting with others closer than six feet or anticipating contact with confirmed or suspected COVID-19 cases.
- 9.2.2 Disposable gloves should be worn when anticipating contact with confirmed or suspected COVID-19 cases or when handling belongings known to have been in contact with confirmed or suspected cases, while administering any first aid for a camper or when cleaning and disinfecting equipment/facilities.