COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION

COVID-19 SAFETY PLAN
SUMMER CAMPS

As of: June 17, 2020

Background

The following document provides the minimum standards that must be achieved to operate a day camp in accordance with physical distancing and sanitation protocol defined in the current Alameda County Public Health Department (ACPHD) Order of the Health Officer effective June 12, 2020. These guidelines also align with the CDC Interim Guidance for Child Care Program and Reopening created by the American Camp Association. All City of Fremont camps must be able to comply with these guidelines to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19.

Definitions

Alameda County Public Health Department (ACPHD): The county health department role is to protect the health and safety of the County residents. The backbone of Public Health includes assessments of the health status of residents, disease prevention and control, community mobilization and outreach, policy development, education, and assurance of access to quality medical and health care services.

American Camp Association: is a national member lead organization that provides camping standards and accreditation.

Camps: foster children's emotional, social, physical, and creative growth through various interactive activities and relationships with role model leaders. Camps usually occur during school breaks.

Recreation Leader (Staff): part time seasonal staff that is hired by the City of Fremont having received necessary background checks and health screenings prior to starting employment. All camp staff is required to attend a Summer Camp Staff Training.

Camp Director: An informal title given to the staff that lead a specific camp and oversees all operations and part-time staff assigned to that camp. This can be either an hourly staff member that is a job-class of Activity Specialist II or higher, or a full-time staff member. The Camp Director must be 18 years of age or older.

Camp Pod: A unit of counselor to camper ratio of 2:12. Camp Pods will not intermingle with other Camp Pods at the same site. The Camp Pod idea is in alignment with the “stable bubble” mandate released by the ACPHD for children in camp or extracurricular programs.

Center for Disease Control (CDC): A U.S. federal government agency whose mission is to protect public health by preventing and controlling disease, injury, and disability. It keeps track of health trends, tries to find the cause of health problems and outbreaks of disease, and responds to new public health threats. The CDC works with state health departments and other organizations throughout the country and the world to help prevent and control disease.

Cleaning: refers to removing germs, dust, debris and dirt from a surface by scrubbing, washing and rinsing. Cleaning works by using soap and water to physically remove germs, dust, debris and dirt from surfaces. This process does not necessarily kill these germs etc., but by removing them, it lowers their numbers and the risk if spreading infection. This is best described to staff as a soap and water solution to be used on surfaces after they are disinfected with chemicals. This is a best practice to avoid harsh chemical residue on surfaces after disinfecting. Depending on the soap and water solution, it may require Safety Data Sheets (SDS) to be on site for this solution.

Disinfecting: refers to using chemicals to kill germs on objects or surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. This is best described to staff as a bleach/water ratio solution where protective PPE must be worn and Safety Data Sheets (SDS) must be provided to staff at sites where camps are hosted. CDC states a disinfecting solution is mixing five tablespoons (1/3rd cup) bleach per one gallon of water.

First Aid/Covid-19 Backpack: a backpack that includes first aid supplies, PPE, and hand sanitizer for staff and campers. Each Pod will be issued a backpack and the Camp Director will be responsible to complete inventories and keep the backpack appropriately stocked. The backpack will accompany the Pod when leaving their home facility.

Floater: Refers to the staff member that floats between the Pods to assist with supervision, check-in/check-out, refilling water bottles, etc. The floater must always maintain at least six feet of distance with all other staff and campers as to avoid cross contamination.

PPE (Personal Protective Equipment): includes, but is not limited to, face shields, gloves, goggles, face covers, paper gowns, and masks.

Summer Camp Training: training that is mandatory for all staff working the summer camp program. All aspects of camper management will be covered as well as COVID-19 care and treatment guidelines.

Isolation Area: This will be a separate room or space where a camper or staff can be isolated should they fall ill suddenly. When a staff member is supervising a camper waiting for parent pick-up, the staff member must wear appropriate PPE.

Safety Data Sheet: a Safety Data Sheet (formerly called Material Safety Data Sheet) is a detailed informational document prepared by the manufacturer or importer of a hazardous chemical. It describes the physical and chemical properties of the product as well as clean-up procedures, concerned exposes and first aid protocols.

Sanitizing: reduces bacteria identified on the products label on surfaces and in laundry. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Facility Requirements

Staff must assess facilities to ensure that proposed camp activities can be conducted with necessary physical distancing prescribed by the Alameda County Public Health Department protocols for Childcare. The following requirements must be met for both indoor and outdoor camps.

- Check-in/check-out area is sufficiently spaced and marked so that participants and parents/guardians can line up six feet apart. It is recommended that this be done outdoors. Check-in/check-out will be in pre-designated spaces for each grouping of campers, no more than twelve per location while maintaining a six foot gap between each household cluster waiting to check-in.
- Restroom is accessible during all camp hours and is regulated to ensure that only one person per stall is inside the restroom facility. Follow internal guidelines set by City of Fremont for cleaning and frequency of cleaning.
- Handwashing facility, or hand hygiene stations, must always be accessible during camp operational hours and to be used at a minimum of at each transition of activity and or every 45 minutes. Staff shall carry hand sanitizer with them at all times in First Aid/COVID-19 backpack.
- An isolation area must be established to keep participants or staff that develop symptoms during camp away from others. This may be pre-designated as the craft rooms at some facilities where camps are hosted or other rooms or areas to isolate the camper or counselor. Each facility will need a primary isolation area predesignated and a secondary isolation pre-designated.
- Signage area placed at the entrance visible by staff and participants. Additional signage throughout the center such as handwashing procedures in kitchen and restroom.
- Each camp pod of 12 children or less must be in a separate area and should not interact with other pods at any time. It should be noted; the City of Fremont will target each camp to be a 2:12 staff to camper ratio. The participants in a Pod must remain with that Pod each day and cannot be moved from one Pod to another. Rotation of areas may only be

performed if the area is cleaned, sanitized and disinfected prior to another Pod using the area.

- Facilities that have large rooms can organize the space to practice proper distancing for the groups. This can include using dividers, bookshelves, and staggering activities, as well as using outdoor classrooms. Proper ventilation is important and having access to fresh air. Opening windows is highly recommended. For very large spaces like gyms and multi-purpose rooms there will be 10-12 feet buffer zone in between Pods.

Camp Registration

Registration for Camps is currently being taken on-line only at www.RegeRec.com. If in-person registration is required please contact the Recreation Registration Desk at (510)494-4300 during normal business hours of M-Fri 8:30 a.m. to 5:00 p.m.

Check-In / Check-Out Procedures

An area for check-in and check-out of camp participants must be identified and follow a process to ensure that all participants and staff are able to practice physical distancing. Staff and participants must conduct a health screening prior to arriving on site, and a secondary screening must be conducted during check-in.

- Clearly visible signage must advise participants that they should: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of six-foot distance from one another; and not engage in any unnecessary physical contact.
- Prior to arriving to the camp site, staff, participants and parents must perform a self-conducted health screening by taking their temperature and ensuring that they do not have a fever of 100.4°F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19.
- Upon arrival, camp staff must receive a health screening which includes taking their temperature with a no contact thermometer. Staff must not have a temperature of 100.4°F or higher and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19. Staff will not be recording temperatures per guidance by HR Director and concerns over HIPPA.
- Check-in time or location must be staggered to ensure that no more than 12 participants are checking in at the same time or location. Check-in area must be marked to indicate 6 feet of separation between every participant/parent.
- Upon arrival, camp participants must receive a health screening, which includes taking their temperature with a non-contact thermometer. Participants must not have a temperature of 100.4°F or higher and must be asked to confirm that they do not have any of the symptoms that the CDC has indicated are symptoms of COVID-19.
- A non-contact thermometer will be available for health screening.
- Staff conducting the health screening must wear a facial covering during the screening.
- Staff must wear disposable approved gloves. The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted as long as no other surfaces were touched for the duration of the health-screening process.

- If a participant has a temperature of 100.4°F or higher there will be an allowable grace period (up to ten minutes) where the camper can wait with their parent/guardian in a designated waiting area away from others checking in for camp, while they wait to take their second temperature test. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100.4°F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff must also disinfect all surfaces and areas that the dismissed camper may have touched. If the camper has a temperature of 100.4°F or higher, a new pair of gloves is required, and the non-contact thermometer should be disinfected and sanitized before additional participants are checked.
- When parent/guardians want to check-out their child, they will remain six feet distanced apart and notify the staff at the check-in/check-out table. Staff will then hand parent/guardian check-out sheet to sign child out. Parents will be encouraged to bring their own pens. However, pens will be available and cleaned after each use.

Social Distance Strategies

Social distancing strategies will follow the ACPHD guidelines. The ACPHD recognizes that it will be difficult for children to physical distance from one another and youth activities can limit the possibility of staying 6 feet apart. This is another reason why the Pod concept is so important. We expect that children will not be able to physical distance all of the time so remaining in a stable Pod to prevent as much co-mingling of people as possible and decreasing the possibility of the virus spreading is how we are able to manage group activities more safely.

- Camps will include the same group of participants called a Pod.
- Summer Camps will not exceed more than 12 children in each Pod.
- Staff will remain with the same Pod for the session.
- Mingling outside of the campers-assigned Pod is not allowed.
- Parents may be given staggered arrival and drop off times if needed. Assignments will be communicated to parents in an introduction letter.
- Staff and visitors must wear masks to enter the facility, wait in line, or around others; entry/service may be refused if not following proper face covering protocols. Per ACPHD guidelines, children 12 years of age or younger are not required to wear face coverings, but it is still highly recommended.
- Staff will receive training on this plan before working camp programs.
- Lost and found items will be stored individually in clear trash bags – sealed – and will be stored for ten days and then disposed of by camp staff or facility supervisor.
- Swimming is permitted as long it occurs with the same Pod. The number of Pods will be limited by the ability to keep the groups at least six feet apart from each other within a pool or body of water.
- Campers will spend a significant amount of time engaging in activities outdoors. Campers will be encouraged to bring their own sunscreen and staff will deliver regular reminders for campers to reapply sunscreen throughout the day.

Preventing the Spread of COVID-19

Staff will take the following everyday preventative actions to mitigate the spread of respiratory illness:

- Staff and children will wash hands upon arrival. Hands will be washed with soap and water for a minimum of 20 seconds. To ensure children are washing their hands correctly they will be supervised by staff or be provided with alcohol based hand sanitizer.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes. Staff will review with children on the first day of the program
- Communicate to parents the importance of keeping children home when they are sick.
- Camp Directors - Communicate to your staff the importance of being vigilant for symptoms and staying in touch with your supervisor if or when they start to feel sick.
- If staff or a child come to the program sick, send them home immediately. If they become sick while at the facility, isolate and call home for immediate pick up.

Plan if someone is ill or becomes sick

- Determine and dedicate an isolation room or corner that can be used to isolate a sick child.
- Follow CDC guidelines on how to disinfect the facility. (Appendix A)
- If a sick child has been isolated in the program, clean and disinfect surfaces in the isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
    - Close off area used by the person who is sick.
    - Open outside doors and windows to increase air circulation in the areas.
    - Wait up to 24 hours or if possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
    - Clean and disinfect all areas used by the person who is sick, such as bathrooms, toys, art supplies, etc.
    - If you are made aware of a confirmed COVID-19 case before the public health department, please immediately contact Lisa Erickson, Schools and Childcare Liaison at ACPHD, lisa.erickson@acgov.org; (510) 775-4485, or the ACPHD Acute Communicable Disease Control program at 510-267-3250.

Cleaning and Disinfecting the Camp Space & Equipment

Staff will intensify cleaning and disinfecting efforts:

- Staff will follow the attached Summer Camp COVID-19 routine schedule for cleaning sanitizing and disinfecting. (Appendix C)
- Each camp space will routinely be cleaned, sanitized and disinfected. (Appendix B) Current cleaners will be used with the addition of approved disinfection wipes. All materials will continue to be placed in a secured location outside of reach from children.

Sanitation of Toys/Equipment:

- Equipment that cannot be cleaned or sanitized will be removed from the camp space.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- A container for soiled toys and equipment with soapy water is available (out of reach of children). Any toys/equipment placed in a child's mouth or otherwise contaminated by body secretions or excretions should be placed in the container until they are cleaned and dried (staff must wear gloves when handling contaminated items).

Lunch, Snack and Consumption Requirements

Campers will bring their own snacks and lunch (labeled by the parent with the campers name) that will then be stored in a clear bag provided by camp staff. Camp staff will have the camper place their lunch in the clear bag, like a large trash bag, seal it by tying a knot and store away safely. The Camp Lunch Program may be available for purchase at some Camp locations – information will be provided in the welcome letter. If campers have allergies or dietary restrictions they must being their own snack and lunches.

- Only disposable eating utensils and dishes may be used.
- Tables must be cleaned and sanitized before and after each use.
- Countertops must be cleaned and sanitized after each use and daily.
- Refrigerator and other storage areas must be cleaned daily.

Healthy Hand Hygiene Behavior

All children, staff, and volunteers will engage in healthy hand hygiene at all times and specifically:

- Arrival to the facility
- Before and after eating or handling food, or feeding children
- After using the toilet
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- After touching eyes, nose, and mouth
- After touching high-touch areas
- Hand hygiene consists of washing hands with soap and water for at least 20 seconds.
- Staff will supervise children when they use hand sanitizer
- Staff will assist children with handwashing/sanitizing as needed and then will do the same for their own hands.
- Handwashing posters will be updated and posted within the space.

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Staffing Requirements

Prior to conducting camp activities, the Camp Director (or Recreation Supervisor) must confirm there is sufficient staff to ensure that the ACPHD are followed. They must also have a plan to ensure appropriate staff/participant ratio if staff is identified to have COVID-19 symptoms during the health screening or becomes systematic during the day.

- Upon arrival, camp staff will have their temperature checked and complete an informal health screening of answering a set of questions such as “do you feel sick?” If the temperature check and informal health screening was passed, staff will then go to the restroom and wash their hands to start their shift.
- Staff must be available to lead a camp unit of 12 or less participants. The participants in a Pod must remain with that Pod each day and cannot be moved from one Pod to another. The current target for a camp Pod is 12 campers. Pods must remain stable for the entire session.
- To the extent possible, staff should remain with their assigned Pod and should not be assigned to other job functions. Staff should not interact with multiple Pods during a day.
- Staff must be provided all required PPE to ensure safety of staff and participants. Staff must wear a mask (covering mouth and nose) during all camp activities. Reusable masks must be disinfected daily. Any employee voluntarily using an N95 respirator, or assigned a respirator for use, must have received approval to do so in accordance with the respiratory protection program.
- Should staff fall suddenly ill, they will be relocated to the resting station, and monitored. Additional internal guidelines will be followed.
- In addition to the Camp Director that assists with supervision when needed, a floater may be designated at camps should the need arise. The floater may assist with supervision, check-in/check-out, refilling water bottles, etc. The floater must always maintain at least six feet of distance with all other staff and campers and wearing a face covering as to avoid a cross contamination.

SIGNAGE (Printed in multiple languages)

- Post social distancing guidelines in accordance with the Centers for Disease Control and Prevention (CDC). Location of signs will be at each public entrance of the facility.
    - Wall Sign General Info:
        - Wear a cloth face covering
        - Maintain a safe social distance of 6 feet
        - Cover your cough or sneeze with a tissue
        - Wash hands with soap for at least 20 seconds
        - Don’t shake hands or touch your face
    - Wall Sign Social Distancing
        - We practice social distancing (Picture of people with arrows between with 6 feet social distance)

- Line Markers: Floor decals and tape markers will be used outside/inside the facility to provide customers with clear direction on where to stand if lines are formed (“Stand Here” or tape markers of “X”).
    - Floor Decals
        - Please Wait Here
        - Picture of footprints
        - Please keep 6’ apart
- Line Sign:
    - Maintain a 6’ distance from one another
    - Wear a cloth face covering
    - pre-screen temperature to enter building

- Hygiene Stations:
    - Signage shall be posted so that visitors and staff can easily find hand hygiene stations.

Signage Examples:

Appendix A

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.

High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

  Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

  Leave solution on the surface for **at least 1 minute**

  Bleach solutions will be **effective** for disinfection **up to 24 hours.**

  To make a bleach solution, mix:

  - 5 tablespoons (1/3rd cup) bleach per gallon of water

    OR

  - 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.

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- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** These disinfectants meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and dinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol**. Dry surface thoroughly.

Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items**.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves,** and wash hands right away.

Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.

- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routing cleaning and disinfection.

When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

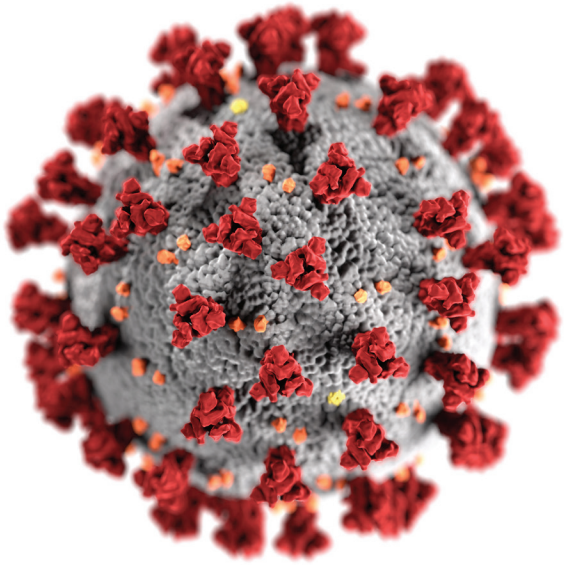
- **Additional key times to wash hands** include:
  - After blowing one's nose, coughing, or sneezing.
  - After using the restroom.
  - Before eating or preparing food.
  - After contact with animals or pets.
  - Before and after providing routine care for another person who needs assistance (e.g., a child).

Additional Considerations for Employers

- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200).
- **Comply** with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste, and PPE (29 CFR 1910.132).

For facilities that house people overnight:

- Follow CDC's guidance for colleges and universities. Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on disinfecting your home if someone is sick.



6 Steps for Safe & Effective Disinfectant Use

Step 1: Check that your product is EPA-approved

Find the EPA registration number on the product. Then, check to see if it is on EPA's list of approved disinfectants at: *epa.gov/listn*

Step 2: Read the directions

Follow the product's directions. Check "use sites" and "surface types" to see where you can use the product. Read the "precautionary statements."

Step 3: Pre-clean the surface

Make sure to wash the surface with soap and water if the directions mention pre-cleaning or if the surface is visibly dirty.

Step 4: Follow the contact time

You can find the contact time in the directions. The surface should remain wet the whole time to ensure the product is effective.

Step 5: Wear gloves and wash your hands

For disposable gloves, discard them after each cleaning. For reusable gloves, dedicate a pair to disinfecting COVID-19. Wash your hands after removing the gloves.

Step 6: Lock it up

Keep lids tightly closed and store out of reach of children.

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Appendix C

Summer Program COVID-19
Routine Schedule for Cleaning (C), Sanitizing (S), and Disinfecting (D)

Area	Before Each Use	After Each Use	Daily (At the end of the day)	Weekly	Monthly	Comments
Food preparation surfaces	C & S	C & S				
Tables	C & S	C & S				
Class Chairs		C & S (if rotating)	C,S & D (if assigned)			
Countertops		C & S	C,S & D			
Mixed use tables	C & S					
Toys		C & S	C,S & D			
Play activity centers		C & S	C,S & D			
Art supplies		C & S	C,S & D			
High touch points			C,S & D			Door knobs, phone receiver, light switches, sinks, etc.)
Floors				C		Sweep or vacuum, and mop
Rugs					C	