

City of Chino Hills

2020 Summer Day Camp Guidelines

Background

While the world faces the unprecedented COVID-19 pandemic, the City of Chino Hills is dedicated to continue providing the highest quality programs for its residents. The annual Summer Day Camp program has been modified to meet the minimum standards provided by the California Department of Public Health in order to operate day camps. These modifications are in accordance with physical distancing and sanitation protocol as defined in the existing CDC Suggestions for Youth and Summer Day Camps (www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html). The City of Chino Hills Summer Day Camp will comply with all appropriate guidelines and will make modifications in the event changes are made in local, state, and federal health directions related to COVID-19.

Definitions

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 Rec Leaders.

Rec Leaders/Specialists (Staff): a staff member hired by the City of Chino Hills having received necessary background checks and health screenings prior to starting employment as a Recreation Leader/Specialist. All staff are required to attend a Pre-Camp Training.

Camper Bins: A box will be pre-designated for each camper and safely stored for personal belongings. The box will be sanitized daily.

Camp Group: A unit of staff to camper ratio of 2:12. Camp groups will maintain separation throughout the duration of the camp.

COVID Carry Kit: a supply caddy containing essential items for staff to access. Carry Kit items include but are not limited to a no-touch thermometer, hand sanitizer, gloves, and sanitation spray.

Sanitation Spray: Staff will use Grainger's Tough Guy Neutral Disinfectant Cleaner for disinfecting surface areas including but not limited to tables, chairs, door handles, light switches, etc. This product has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus (2019-nCoV) on hard, non-porous surfaces. Therefore, this product can be used against 2019-nCoV when used in accordance with the directions for use. The disinfectant contains the following chemicals: Alkyl Dimethylbenzyl Ammonium Chloride, Didecyl Dimethyl Ammonium Chloride, Dye, Fragrance, Nonylphenol Ethoxylate, Tetrasodium Ethylenediamine Tetraacetate, and water. The main ingredient that is CDC/EPA listed to fight COVID-19 is the quaternary ammonium. Campers will not be permitted to use the sanitation spray.

Recreation Specialist: Refers to the staff member that floats between groups to assist with supervision check-in/check-out, disinfecting and sanitizing camp areas and materials after use, etc. The Specialist

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will always maintain at least 6 feet of distance with all other staff and campers as to avoid a cross contamination.

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

Pre-Camp Training: a mandatory training will take place for all Rec Leaders, Specialists, and alternate staff. All aspects of camp management will be covered as well as COVID-19 care and treatment guidelines.

Isolation Room: The Sage conference room has been chosen as the room a camper, staff, or visitor can be isolated should they fall ill suddenly.

Transfer of Guardianship: This refers to adults exchanging legal responsibility of a minor. Once the parent/guardian “transfers the guardianship” of the minor in their care, the oversight of that child becomes the City of Chino Hill’s responsibility.

Facility Plans

Community Services staff has assessed the Chino Hills Community Center to ensure that camp activities can be conducted with necessary physical distancing prescribed by the CDPH Industry Guidelines for Day Camps. The following modification plans are in place:

- Each camp group will have a separate check-in/out area directly outside its designated room. The area will be sufficiently spaced and marked so that parents/guardians can line up 6 feet apart. The check-in/out table will have separate folders and pens for each participant. The folders will contain authorization forms, emergency contact information, and the daily sign-in/out sheets.
- Restrooms will be accessible during all camp hours and will be regulated to ensure that only one person per stall is inside the restroom. Markings will be placed to ensure that people waiting to enter the restroom are 6 feet apart. Camp groups will have scheduled restroom breaks, however the restrooms will be available when necessary. Restrooms will be sanitized after each use.
- Campers will have ample opportunities to wash or sanitize their hands throughout the day. Staff will ensure hand washing or sanitizing will occur after each activity transition and/or every hour. Staff will carry hand sanitizer with them at all times in their COVID Carry Kit.
- An isolation area has been established in the Sage conference room to keep participants, staff, or visitors that develop symptoms during camp away from others. The secondary isolation area will be the Cypress conference room.
- Each camper group of 12 children or less will be in a separate area and will not intermingle with other groups. It should be noted, the City of Chino Hills will target each camp group to be a 2:12

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Rec Leader to camper ratio. The participants in a camp group must remain with that group each day, and cannot be moved from one group to another or from one session to another. Rotation of areas may only be performed if the area is cleaned, sanitized and disinfected prior to another camp unit using the area.

Registration Information

- Registration will take place online only. Parents/guardians should visit www.chinohills.org/daycamp for camp information and the registration link.
 - Parents/guardians should have a household account through RecTrac prior to registration.
- The weekly camp fee of \$100 must be paid in full at the time of registration.
 - Participants signing up for all four weeks must pay for all 4 weeks at time of registration
- Campers may only sign up for one session (morning or afternoon) at a time.
 - If parents are interested in signing campers up for both sessions, their names will be added to a waitlist. Parents will be contacted to sign their child up for the second session if space is available.
 - While attendance of both sessions may be possible, campers must be signed out at 12:00 pm and signed in at 1:00 pm. There will be no child supervision during the transition hour.
- Following successful registration, parents will be sent the Summer Day Camp Information Packet to review, fill out appropriate forms, and sign. The Information Packet must be filled out completely and submitted on the first day of camp.

Check-in/Check-out Procedures

Separate areas for check-in/out of camp participants will be identified and parents/guardians will receive notification of where their child is assigned, prior to the start of camp. Staff and parents will follow the process to ensure that all participants are able to practice physical distancing. Staff and participants will conduct a health screening during check-in.

- Clearly visible signage will advise participants and parents/guardians that they must: avoid entering the facility if they have a cough or fever; wear facial coverings; maintain a minimum of 6 foot distance from one another; and should not engage in any unnecessary physical contact.
- All staff and participants will be required to wear facial coverings throughout the entire program day. Students will only be able to remove their facial covering when they are eating their snack.
- 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°F or higher. They must also ensure that they do not have symptoms that the CDC has indicated are symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea).
- Upon arrival, camp participants and staff will receive a health screening, which includes taking their temperature with a no touch thermometer. Participants must not have a temperature of

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100°F or higher, and parent/guardians will be asked to confirm that their child does not have any of the symptoms that the CDC has indicated are symptoms of COVID-19 listed on the sign-in sheet.

- Check-in location will be staggered to ensure that no more than 12 participants are checking in at the same location. Check-in area must be marked to indicate 6 feet of separation between every participant/parent.
- A no touch contact (temporal) thermometer will be available for each group for health screenings.
- Staff conducting the health screening will wear a facial covering during the screening process.
- Staff will wear disposable non-latex gloves. The same gloves will be used to conduct all health-screening checks provided this task is uninterrupted and as long as no other surfaces are touched for the duration of the health-screening process.
- If a participant has a temperature of 100°F or higher there will be a grace period (up to ten minutes) where the camper can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. 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°F or higher, the camper will need to leave the area immediately for the remainder of the day. Staff will also disinfect all surfaces and areas that the dismissed camper may have touched. If the camper has a temperature of 100°F or higher, a new pair of gloves will be used and the no touch thermometer will be disinfected and sanitized before additional participants are checked.
- During check-out, all parents/guardians will need to go to the assigned classroom to sign-out their child. Parent/guardians will remain outside the facility and remain 6 feet distanced while waiting to get to the check-out table. The check-out table will have separate folders and pens for each participant. Parents will use their designated pen to sign-out their child, and staff will call for the child and release them to their parent/guardian. All pens will be sanitized at the end of each program.

Equipment Requirements

Community Services Staff has considered how to minimize touch points between staff and participants, and processes will be established to clean and sanitize equipment and surfaces between touches wherever possible. Toys and equipment that cannot be cleaned and sanitized will not be used.

- A container for soiled toys and equipment with soapy water will be available (out of reach of children). Any toys/equipment placed in a child's mouth or otherwise contaminated by body secretions or excretions will be placed in the container until they are cleaned and dried (staff will wear gloves when handling contaminated items).
- Children's books and other paper-based materials are not considered a high risk by the CDC for transmission, but do require additional cleaning to be proactive in standards of disinfecting and sanitization.
- Each participant will have their own set of basic craft materials (crayons, glue stick, pencils, pens, markers, etc.) to be kept at their desks in an individual plastic container.

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- Toys, equipment and games will be cleaned, sanitized and disinfected frequently, at the beginning of the day, end of the day, and when used by different participants.
- Staff will not be allowed to bring any toys/games/equipment from their homes to camp.

Staffing Requirements

Prior to conducting camp activities, the City of Chino Hills will ensure that there are a sufficient number of staff to ensure that proper physical distancing occurs throughout the day. A plan has been put in place to ensure appropriate staff/participant ratio if a staff is identified to have COVID-19 symptoms during the health screening or becomes symptomatic during the day.

- Upon arrival to camp, staff will have their temperature checked and complete an informal health screening 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.
- Two staff will available to lead a camp unit of 12 or less participants. The participants in a camp unit will remain with that group each day, and cannot be moved from one group to another.
- To every extent possible, staff will remain with their assigned camp unit and will not be assigned to other job functions. Staff will not interact with multiple camp units during the course of a day.
- Staff will be provided all required PPE to ensure theirs and participants safety. They must wear a covering (covering mouth and nose) during all camp activities. Reusable facial coverings must be disinfected daily.
- Should staff fall suddenly ill, they will be relocated to the isolation area, and monitored. Additional internal guidelines will be followed.
- Alternate staff members will be assigned to a specific camp unit to fill in, in the event that a staff member calls out sick for the day. Only those assigned alternates will be allowed to fill in for staff.
- A Recreation Specialist will be on site to assist with supervision and check-in/check-out, refilling water bottles, disinfecting and sanitizing program spaces and materials, etc. The Recreation Specialist must always maintain at least 6 feet of distance with all other staff and campers and wearing a face covering as to avoid cross contamination.

Management of Participants Requirements

Camps must operate in camp units of 12 participants or less. The participants must remain in their camp unit throughout the camp, and there can be no interactions between other camp units. Each camp unit will need to remain in a separate area/room, and rotation of areas can only be performed if the area is cleaned, sanitized, and disinfected prior to a new camp unit using it.

- Areas for each camp unit will be designated. Inside the Community Center building, specific rooms will be identified for each stable group. For outdoor activities the areas will be designated with cones or other delineators, and will be separated from general park users.

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- Participants will wash or use hand sanitizer to clean their hands every 60 minutes and between activities.
- Reasonable accommodations will still be made for participants with special needs.
- Each incident where a camper and/or staff member may have come into contact with an individual that has been diagnosed with COVID-19 or another contagious virus will be addressed on a case-by-case basis working with the Community Services Supervisor and the HR Director.
- Lost and found items will be stored individually in a sealed clear trash bags and will be stored for 10 days and then disposed of by camp staff.

Snack and Consumption Requirements

Campers will be asked to bring their own snacks. Each child will store their items on their desk in a plastic storage bin, along with other personal items brought from home.

- Snack items should be non-perishable as there is no access to cooling or heating appliances for campers.

Cleaning, Sanitizing and Disinfecting Requirements

Areas that are used for camp activities will be cleaned, sanitized, and disinfected regularly. A schedule has been developed to address the cleaning of facilities and areas that are used by camp participants.

- Restrooms, including faucets, toilets and urinals will be cleaned and disinfected at least every two hours, if not more often depending on frequency of use.
- Hand washing sinks and faucets will be cleaned and disinfected after every use.
- Drinking fountains will not be utilized. Participants will be issued reusable water bottles. Staff will be responsible for refilling water bottles at the kitchen area/sink and will ensure no contact is created with the water bottle and the water-dispensing unit.
- Staff will be trained at the pre-camp training on how to disinfect and sanitize all surfaces of the facility.
- Countertops will be cleaned and disinfected daily.
- Floors will be cleaned and disinfected daily.
- Door and cabinet handles will be cleaned and disinfected daily.
- Mats, chairs and benches will be cleaned and disinfected daily.
- Electronic devices such as computer, keyboards, phones, gaming units, remotes, and TV's will be cleaned and disinfected after each use.