

City of Chino Hills

2021 Kids Night Out Event Guidelines

Background

While the world faces the unprecedented COVID-19 pandemic, the City of Chino Hills is dedicated to continuing to provide the highest quality programs for its residents. The Kids Night Out Event has been modified to meet the 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 California Department of Public Health Interim Guidance: Day Camps (<https://files.covid19.ca.gov/pdf/guidance-day-camps--en.pdf>). The City of Chino Hills Kids Night Out Event 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

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-event training.

Groups: A unit of staff to child ratio of 2:14. Groups will maintain separation throughout the duration of the event.

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. Children will not be permitted to use the sanitation spray.

Site Supervisor: Refers to the staff member that floats between groups to assist with supervision, check-in/check-out, disinfecting and sanitizing event areas and materials after use, etc. The Site Supervisor will always maintain at least 6 feet of distance with all other staff and participants as to avoid a cross contamination.

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

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

Isolation Room: A conference room has been chosen as a space where a participant, staff, or visitor can be isolated should they fall ill suddenly.

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Transfer of Guardianship: This refers to adults exchanging legal responsibility of a minor. Once the parent/guardian “transfers the guardianship” of the minor out of 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 event 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 child will check-in/out outside their designated room. The area will be sufficiently spaced and marked so that parents/guardians can line up 6 feet apart.
- Restrooms will be accessible during event hours and will be regulated to ensure that only one person per stall is allowed inside the restroom. Markings will be placed to ensure that participants are waiting to enter the restroom are 6 feet apart. Children will have scheduled restroom breaks; however, the restrooms will be available when necessary. Restrooms will be cleaned regularly and sanitized at the start and at the conclusion of the event.
- Participants will have ample opportunities to wash or sanitize their hands throughout the event. Staff will ensure hand washing or sanitizing will occur every hour. Staff will carry hand sanitizer with them at all times in their COVID Carry Kit.
- An isolation area has been established in a conference room to keep participants, staff, or visitors that develop symptoms during the event away from others.
- Each group of 14 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 group to be a 2:14 Recreation Staff to participant ratio. The participants in a group must remain with that group throughout the event and cannot be moved from one group to another. Rotation of areas may only be performed if the area is cleaned, sanitized, and disinfected prior to another group using the area.

Check-in/Check-out Procedures

During check-in/out, staff and parents will follow the process to ensure that all participants are able to practice physical distancing. Parents of participants will conduct a wellness check prior to attending the event.

- 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 pre-packaged dinner or drinking.
- Prior to arriving to the event, parents of participants must perform a health screening of their child 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

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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).

- Check-in area must be marked to indicate 6 feet of separation between every participant/parent.
- During check-out, all parents/guardians will need to sign-out their child at the designated table. Parent/guardians will remain outside the assigned rooms and remain 6 feet distanced while waiting. Parents will sign-out their child on the roster and staff will call for the child and release them to their parent/guardian outside the room.
- All used pens will be sanitized at the end of each program day.

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 be given basic craft materials (crayons, glue stick, pencils, pens, markers, etc.) as needed, and all items will be sanitized after use.
- Toys, equipment, and games will be cleaned, sanitized, and disinfected frequently, at the beginning of the event, end of the event, and when used by different participants.
- Staff will not be allowed to bring any toys/games/equipment from their homes to event.

Staffing Requirements

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

- Two staff will be available to lead a group of 14 or less participants. The participants in a group will remain with that group throughout the event and cannot be moved from one group to another.
- To every extent possible, staff will remain with their assigned group and will not be assigned to other job functions. Staff will not interact with multiple groups during the event.
- Staff will be provided all required PPE to ensure theirs and participants' safety. They must wear a covering (covering mouth and nose) during all event activities.

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- Should staff fall suddenly ill, they will be relocated to the isolation area, and monitored. Additional internal guidelines will be followed.
- A Site Supervisor will be on site to assist with supervision and check-in/check-out, disinfecting and sanitizing program spaces and materials, etc. The Site Supervisor must always maintain at least 6 feet of distance with all other staff and participants and wearing a face covering as to avoid cross contamination.

Management of Participants Requirements

The participants must remain in their group throughout the event, and there can be no interactions between other groups. Each group 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 group using it.

- Areas for each group will be designated. Inside the Chino Hills Community Center building, specific rooms will be identified for each group. For outdoor activities, the areas will be designated with cones or other delineators and will be separated from general park users.
- Participants will wash or use hand sanitizer to clean their hands at least every hour.
- Reasonable accommodations will still be made for participants with special needs.
- Each incident where a participant 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.
- 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 staff.

Snack and Consumption Requirements

Participants will be provided a prepackaged dinner at the event. Participants will eat their dinner at their assigned space, 6 feet from other participants.

Cleaning, Sanitizing and Disinfecting Requirements

Areas that are used for 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 participants.

- Restrooms, including faucets, toilets and urinals will be cleaned and disinfected regularly and at the end of the event.
- Hand washing sinks and faucets will be cleaned and disinfected regularly.
- Drinking fountains will not be utilized. Participants will bring their own reusable water bottles to program daily.
- Staff will be trained on how to disinfect and sanitize all surfaces of the facility.
- Countertops will be cleaned and disinfected daily.
- Floors will be cleaned and disinfected weekly.
- Door and cabinet handles will be cleaned and disinfected daily.
- Mats, chairs, and benches will be cleaned and disinfected daily.

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- Electronic devices such as computer, keyboards, phones, gaming units, remotes, and TV's will be cleaned and disinfected after each use.