



SUMMER CAMP

COVID POLICIES & PROCEDURES

****This document, much like the ever changing pandemic, is a fluid document and will continue to be updated and changed as the pandemic requires.****

Purpose:

Due to the current health concerns surrounding the COVID-19 pandemic the Village has looked at our current Allouez Summer Camp program as an essential service and we have started creating changes to our policies and procedures to help provide the safest experience for our camp families, campers, and staff.

At Home Health Screenings:

All parents/guardians will be required to perform the below health screening of their child(ren) at home:

1. Take the temperature of your child
2. Perform a COVID Symptom Questionnaire:
 - a. Have you had a fever or been feverish in the past 24 hours?
 - b. Have you had the chills or any body aches in the past 24 hours?
 - c. Do you have a sore throat or cough?
 - d. When you breathe, is there any chest tightness or congestion?
 - e. Have you had diarrhea within the past 24 hours?
 - f. Do you have any upper respiratory symptoms?
 - g. Have you been around anyone suspected of or tested positive for COVID- 19?

If a child has a temperature of 100 degrees or higher, experiencing vomiting and/or diarrhea, or answers yes to any of the above questions they will **NOT** be permitted at camp and will not be allowed to return until the following has been met:

- No sign of fever for 3 days (without use of any medication)
- Cough or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for 2 days

*A verification of this health screening will be certified by the parent/guardian during sign-in (see check-in procedure below).

**Anyone not permitted at camp due to illness may be eligible for a refund of camp fees (see refund policy below).

Ill Child at Camp:

If a child becomes ill at camp, parents/guardians will be notified and asked to pick-up their child immediately. The ill child will be removed from the activity area, made to feel comfortable, and isolated with a staff member until picked-up. A child sent home from camp due to illness will not be permitted back to camp until the following requirements have been met:

- No sign of fever for 3 days (without use of any medication)
- Cough or breathing problems have subsided
- Vomiting and/or diarrhea has stopped for 2 days

*Anyone not permitted at camp due to illness may be eligible for a refund of camp fees (see refund policy below).

Check-In Policy:

To help stop the spread of germs we have changed some of the requirements for check-in/out:

- We request that all parents/guardians please provide your own pen for sign-in and out.
- Parents/guardians will sign-in/out on new at home health screening verification forms.
- The above forms will be held in a binder that staff will open/close to minimize contact.
- We ask that only 1 parent/guardian walk their child up to the check-in table each morning.
 - Any child previously given permission to sign themselves in/out of camp will be given a health screening by a camp staff member.
 - If staff find any reason to not permit a child due to the health screening they will be asked to return home and parents/guardians will be notified.
- We request that parents/guardians do not enter the pavilion with their child.
 - Staff will help the child put their belongings away in their assigned basket.
- Children will be assigned a basket for the week to limit contact and will be expected to use only that basket for the week.

Check-In Procedure:

1. Upon check-in camp staff will ask that a health screening was performed at home and that all health requirements were met.
 - a. If a health screening was not completed at home staff will perform a screening at the camp site, while parent/guardian wait. If child is deemed healthy to be at camp parent/guardian will be allowed to sign child into camp.
 - i. Only 1 on-site screening will be performed per week.
 - ii. If a parent/guardian forgets to perform an on-site screening more than once in a week the child will not be permitted to attend camp that day.
2. Camp staff will open up the camp check-in/out binder to your family's page.
3. Parents/Guardians will record the time they dropped off their child(ren), sign off that they completed an at home health screening and certify that their child(ren) are healthy to participate in camp.
4. Staff will then take the child into the pavilion and help them place their items into their assigned basket.

*During this process staff will visually inspect camper for any signs of illness (i.e. cough, runny nose, pale skin, etc.).

1. If for any reason Allouez Summer Camp staff chooses to refute the at home health screening they will perform their own screening.
 - a. If it is found the child is not in good health they will not be permitted to be at camp that day.

Check-Out Procedure:

When picking up your child:

1. Staff will help campers retrieve their belongings from inside the pavilion.
2. Staff will open the check-in/out binder to your family's page.
3. Parents/Guardians will record the time they pick-up their child(ren).

COVID Refund Policy:

For this summer the Village is waiving all refund policies.

- Any family choosing to cancel a week or more of camp due to concerns of COVID-19 will be given a refund of registration fees.
 - **PLEASE provide as much advanced notice of cancellation as possible.**
- In addition any child required to remain at home due to illness will be refunded for that day and any further missed days of camp due to illness.
 - **PLEASE KEEP YOUR CHILD(REN) HOME WHEN ILL!**

Cleaning Modifications:

To keep things clean and sanitary there will be a number of modifications made to our daily cleaning:

- Daily Cleaning
 - Cleaning of kitchen counter tops, door handles, refrigerator handles, bathroom toilets, and sink handles with disinfecting spray and/or disinfecting wipes throughout the day as needed.
 - Picnic Tables will be cleaned before and after every use (snack, craft, lunch, and during activities where tables are needed) with disinfecting spray.
 - Camp Equipment will be cleaned and sanitized via the use of UV Lamps, disinfecting spray, and/or disinfecting wipes as needed.
- Weekly Cleaning:
 - Monday mornings before the start of camp staff will:
 - Clean all kitchen counter tops, door handles, refrigerator handles, picnic tables, bathroom toilets, sink handles and camper baskets with disinfecting spray and/or disinfecting wipes.
 - Friday afternoons after all the campers have been signed out staff will:
 - Clean all kitchen counter tops, door handles, refrigerator handles, picnic tables, bathroom toilets, sink handles and camper baskets with disinfecting spray and/or disinfecting wipes.
- Camp staff will continue to monitor the situation and add to the above list as needed.

Hand Washing Modifications:

- It will be important to wash/sanitize hands often to stay healthy and safe. This summer, camp staff will require campers to wash or sanitize their hands before and after all activities on top of the already required hand cleaning parts of the day (after bathroom breaks and before meals).
 - To make this process as efficient as possible the Village purchased hand sanitizer and portable handwashing stations that will be used to sanitize hands when not near the pavilion.
- While at the pavilion staff will setup several stations for hand washing with soap and water, including kitchen, bathrooms, outside hose and portable stations. These stations will allow for campers to wash their hands in a supervised and efficient manner.

Personal Protective Equipment and Cleaning Supplies at Camp:

- The Village of Allouez will provide disinfectant spray and wipes, gloves, and cloth masks for use by camp staff to clean the camp facilities daily.
- The Village will also provide hand sanitizer, hand soap, and paper toweling to be used by camp staff and campers with staff supervision.

*If parents/guardians would like to donate cleaning supplies (i.e. hand sanitizer, hand soap, disinfecting wipes) to camp that would be greatly appreciated.

- **Masks for Campers:** Masks will not be provided for campers by the Village. Any parent/guardian wishing to have their child wear a mask at camp will need to provide one for them.
 - Campers wearing masks will not be allowed to so during physically active games and activities for concerns of breathing impairment.
 - It is also recommended that only campers with the proper knowledge on how to use a mask properly wear them at camp.
 - Masks are a great way to help stop the spread of germs, but must be used properly for them to be effective.
 - Any child using a mask at camp will be required to handle all aspects of using one at camp. This includes:
 - Putting it on and taking it off.
 - Storing it when not in use.
 - Sanitizing it between uses.

*At no point will campers be allowed to share masks.

Before/After Camp Care:

During these times staff will provide a mix of supervised and coordinated leisure activities for children to partake in.

Activities include, but not limited to:

- Board games
- Coloring/drawing
- Supervised active games (ie. four square, double dutch)

During this time the building will be locked and campers will not be permitted inside without staff permission/supervision.

Activity Modifications

Staff is hard at work planning fun and creative games and crafts that will allow our campers to experience a fun, interactive, and safe summer. Modifications to activities will include:

- When possible staff will split campers into smaller groups to take part in activities throughout the day.
- Camp equipment will be sanitized throughout the day to minimize the spread of germs.

Activity Modifications (Cont.)

- Crafts Time:
 - **Craft Bags:** Each week camp staff will assign a craft bag (ziplock with a set of crayons, markers, scissors, and glue stick) to each child.
 - Campers will use this bag throughout the week for all craft activities.
 - At the end of the week staff will collect craft bags and disinfect all equipment in the bag and reset for the following week.
- Games will be modified to limit physical interaction when possible.

Field Trip Policy:

Due to the current health situation all 2020 camp trips have been cancelled.

- In place staff planned special themed activity days. On these days staff will provide campers with special themed activities, treats, or events to make the day extra special.
 - All campers will receive a field trip shirt their first week and are encouraged to wear them during the themed field days.

Poor Weather Day Plan:

If camp is forced inside due to poor weather (storms, thunder, lightning, etc.) for the day:

- Staff will do their best to spread out campers throughout the pavilion and keep them entertained with passive activities (i.e. movies, crafts, board games, etc.).

Lunches at Camp:

- **Non-Refrigerated Lunches:** To limit contact with the refrigerator and contact between lunch boxes we are asking that children come to camp with lunches that do not need to be refrigerated or by use of an ice pack.
- **Sharing/Trading Food:** It is also incredibly important that campers do not share or trade any food with others. If staff catches anyone not following this that camper will be asked to eat their lunch away from other campers.
- **Lunchtime:** During lunchtime children will be required to eat lunch at specified lunch tables that will be limited to no more than 5 children per table.

Snacks:

Snack will be provided again this summer, but will require the following modifications:

- When possible snack will be handed out outside rather than in the kitchen.
- Staff handling snack will be required to wear gloves and masks.
- We plan to use snack items that are individually wrapped and have been quarantined for several days.
 - Items not individually wrapped such as juice or items in large containers (i.e. cereal, animal crackers, etc.) will be poured into cups and handed to the camper.
- Camp will still accept donated snack items, but encourage parents/guardians to donate only items that are individually wrapped from a store in original packaging.
 - All donated items will be required to sit for no less than 2 days before handing out.
 - No **home** baked goods will be allowed to be given for snack.

Water Bottles:

It is still very important that campers remain hydrated throughout the day. With bubblers/water fountains needing to remain disconnected for sanitary reasons, it will be very important that your child brings a water bottle with them every day.

- Staff will help children fill up their water bottles throughout the day via sinks and water jugs.
- If a water bottle is forgotten, camp will provide your camper with one.

Bathroom Use:

- Camp participants will be restricted to use of the pavilion bathrooms during camp.
 - This will allow staff to control the sanitizing of bathrooms for the safety of our campers.
 - If there is a need to use another park bathroom, staff will supervise and ensure that campers wash their hands thoroughly before and after use.

*To make this as efficient as possible we ask that you remind your child(ren) to please use or try to use the bathroom facilities during staff scheduled bathroom breaks.

Personal Belongings at Camp:

During this time it is more important than ever that campers label their camp necessary items with their names and leave any personal non-camp items at home.

Camp Necessary Items:

- Backpack
- Lunch Box
- Water Bottle
- Change of Clothes
- Jacket/Sweatshirt
- Towel/Swimsuit (if necessary)

*Anything not labeled at home will be labeled at camp by staff.

Non-Camp Items:

- Toys
- Games
- Cards (sports, Pokemon, etc.)
- Electronics (cell phones, gaming systems, etc.)

*The above list is not to be considered exhaustive.

**Any personal belongings camp staff catch out at camp will be confiscated and given to the parents/guardians of the camper at the end of the day.

Public Pavilion Visits:

Our camp home base (Green Isle Pavilion) is a rentable facility for the public. Below are plans to help mitigate the spread of COVID between renters and campers:

- Rental staff will be required to follow much stricter cleaning procedures (procedures based on CDC guidelines) before and after rentals.
- Camp staff will be scheduled differently to ensure cleaning can be done before use by campers.
- Rentals at the pavilion will not take place until it is safe for large group gatherings.
 - Badger Bounce Back Plan Phase 3
- No further rentals will be allowed during the week while camp is taking place.
- The pavilion access will be restricted to camp staff, supervised participants, and essential Village staff during camp hours and non-rental times.

Playground Use:

The playground at Green Isle will be off limits to all campers during camp hours to limit interaction between the general public and camp.

***All of these policies, procedures and modifications will continually be evaluated and modified throughout the summer as health concerns with COVID change and staff and the Village see fit.**