

## Appendix I

### COVID-19 Health and Safety Protocol for Epworth UMC Summer Camps

*(Adapted from health and safety protocols developed by Alameda County Public Health Department, the California-Nevada Conference of the United Methodist Church, the Association of Camp Nursing and Centers for Disease Control)*

The COVID-19 pandemic is a challenging and fluid situation. Federal, state and local orders and guidance may change frequently. The CDC recommends that each school/summer camp site determine the best practices for their setting with health requirements for safe gathering in mind, and make changes to the program to accommodate the new procedures: training staff, adjusting camp schedules and facilities accordingly, and communicating with families of children enrolled.

#### **This health and safety protocol details practices and procedures that will:**

- Implement **social distancing strategies** such as face coverings for staff, smaller group sizes and reduced sharing of materials and spaces
- Intensify **cleaning and disinfection efforts** before, after and during the camp day
- Modify **drop off and pick up procedures** to limit the number of persons entering the camp site
- Implement **screening procedures upon arrival** to exclude symptomatic person and their families from entry
- **Train all staff in health and safety practices**
- Increase attention to **healthy hygiene habits and food safety**

#### **Social and Physical Distancing**

- Staff **and campers** should wear face coverings at all times.
- Children do not need to wear face coverings.
- Number of children in camp not to exceed 12.
- No other Epworth staff or groups will inhabit the same space as camp staff and children. Staff will remain with children at all times.
- Children will be taken on nature walks through the neighborhood, but parks with play structures will not be visited.
- Lunch will take place at the parklet at the top of Hopkins and Sutter, if other groups are not already using it.
- Camp children will be able to play in the side yard and patio on the Napa St. side of the building, and an effort will be made to have outside time as much as possible.
- If campers do not eat on-site, they may eat as a group in the parklet at the top of Hopkins (cross street Sutter).

- Open windows to ventilate facilities before and after children arrive.
- Arrange furniture and play spaces to maintain 6-foot separation, when possible.
- Provide activities that allow for cooperative play but emphasize safe social distancing, to the extent possible. Modify art projects, games, skits, dance, etc., to reflect the need for more space between children.
- Restrict nonessential visitors and volunteers at this time.

### **Maintaining a 12-child Social Bubble for Three Weeks**

- **People/families may engage in one camp for three weeks. If children participate in an Epworth's one-week camp they are not permitted to participate in another one-week camp with your organization or another organization within a three week period.**

### **During Drop Off and Pick Up**

- Children will enter and exit the building through the Napa Street entrance. They will be the only group that enters/exits through these doors.
- Conduct visual wellness checks of all children upon arrival and ask health questions when concerned. Implement daily health screenings (see below).
- Adjust pick-up and drop-off to limit the number of people entering the building.
- Mark sidewalk, entrance to the building, interior hallway and all second floor hallways with duct-tape in six foot increments so that staff, children and parents can appropriately social distance while dropping off, picking up, signing in, etc.
- Encourage families to have the same parent or caregiver drop off and pick up each day.
- Ask parents and caregivers to wash their own hands and assist in washing the hand of their children before drop off, prior to coming for pick up, and when they get home.
- Ask parents and caregivers to bring their own pens when signing children in and out.
- Install hand sanitizers near all entry doors and high traffic areas.

### **Daily Health Screenings**

In order to exclude from camp any child, parent, caregiver or staff showing symptoms of COVID-19, schools must implement daily screenings before entry to the school. Persons who have a fever of 100.4 degrees or above or other signs of illness should not be admitted to the building. Encourage parents to be alert for signs of illness in their children and to keep them home when they are sick.

- **All camp staff and campers will be screened by a touchless thermometer each morning before entering the camp site building.**
- Screening should include asking all individuals about any symptoms (primarily fever, cough, difficulty breathings or other signs of illness within the last 24 hours), that they or someone at home might have.

- Ask parents to screen themselves and children daily, prior to coming to camp. Parents must also notify staff if their children have taken any fever reducing medications in the prior 24 hours.
- Monitor staff and children throughout the day for any signs of possible illness.
- If staff or a child exhibit signs of illness, follow the site procedure for isolation from the general room population and notify the caregiver immediately to pick up the child.
- All personal items of staff and campers should be labeled and kept in a separate bag to ensure items are separate from others. Personal toys, stuffed animals should be kept at home.

### **Cleaning and Sanitation**

- During the day, routinely clean, sanitize and disinfect frequently touched surfaces, especially games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, countertops, tables and chairs.
- Children's books, like other paper-based materials such as drawing paper, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.
- Designate a tub for objects that need to be cleaned and wiped after use.
- Staff will perform a thorough cleaning of the site at the end of each day.

### **Bathroom**

- Maintain social distancing and limit the number of children using the bathroom at one time.
- Sanitize the sink and toilet handles before and after each child's use and teach children to use a tissue when using the handle to flush the toilet.
- Wash hands for 20 seconds and use paper towels to dry hands thoroughly.

### **Practice Healthy Hygiene**

- Implement and enforce strict handwashing guidelines for all staff and children. Hands should be washed upon arrival, before and after eating or handling food, and after using the bathroom, after playing outdoors, and after touching face or mouth.
- Post signs in restrooms and near sinks that convey proper handwashing techniques.
- Teach, model and reinforce healthy habits and social skills:
  - Explain to children why it's not healthy right now to share drinks or food.
  - Practice frequent handwashing.
  - Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the bathroom.

### **Food Preparation**

- Utilize more tables, space to spread children out
- Practice proper handwashing before and after eating.
- Use paper goods and disposable plastic utensils when possible, following CDC and DCPH COVID-19 food handling guidelines.
- Clean and disinfect trays/tables after snacks/meals.
- Limit number of staff preparing snack.
- Keep food covered to avoid contamination.

### **Keep Environment Safe**

- Limit the amount of sharing.
- Keep each child's belongings separated (at 6 foot increments outside Room 25 on second floor)
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, in particular). Regularly clean/disinfect art supplies, as is feasible.
- Offer more opportunities for individual play or solo activities, or create "joint" projects, where each child works on their own part of the collective piece, which will be assembled together.
- Plan activities that do not require close physical contact between multiple children.
- Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- Use carpet squares or other visuals for spacing.

### **Building Considerations**

**Ventilation:** ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.

**Water systems:** take steps to ensure that all water systems and features are safe to use after a prolonged facility shutdown. **Hallway water fountain will be covered and a sign posted saying not to use it.**

**Utilizing Outdoor Areas:** do as many activities as feasible in available outdoor areas around the church building, including patio off of Youth Room and front lawn near Hopkins and Napa.

### **Preparedness Plan**

**If a staff member or child becomes ill during the course of the day:**

- Individual will be placed in a separate room, if a staff member. If a child, the child and a staff member will be placed in a separate room until parent arrives.
- Call the parent or caregiver to pick up the child as soon as possible.
- Identify criteria for seeking immediate medical assistance.

- Close off areas used by any sick person and do not use them until they have been cleaned. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Notify local health officials, staff, and families immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

**If COVID-19 is confirmed in a child or staff member:**

- **Close off areas 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 as long as 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 classrooms, bathrooms and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

**Communication Plan with Camp Families**

- Share resources to help families understand how to prevent spread and when to keep children home.
- Include strategies for sharing information with staff, children and their families, which might include a daily brief communication with information about staying safe at camp.
- Share Camp Health and Safety Protocol with all families prior to the start of camp.
- Encourage families to talk to children about simple, but effective prevention tips, such as covering coughs and sneezes with a tissue or sleeve (not hands), wearing face coverings when around others, and washing hands frequently.
- Zoom meeting prior to start date of camp to check in with all families about procedures and protocols at camp.