



**GEARS**  
live. learn. play.

**2020**  
**COVID-19**  
**GUIDELINES/PROCEDURES**

**Camp Ladybug**



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## 1. Purpose:

This document outlines the procedures in place for the GEARS Camp Ladybug Program to create and maintain a safe environment for our participants, staff, volunteers and our families.

## 2. Procedures/Protocols:

### Employees

- All staff and volunteers must read and sign off on COVID-19 team training document prior to the start of their first shift.
- Before every shift, staff and volunteers need to complete the self-assessment log at their playground site. Staff and volunteers with a positive answer to any of the assessment questions may be required to go home. All staff and volunteers are required to have a temperature check at the start of their work day. If a staff member or volunteer has a temperature of 100.4 or above they are not permitted to stay or to return to camp until they are fever free for 48 hours.
- Each staff and volunteer will be issued a cloth mask to wear when within 6-feet of another individual unless they have an approved mask of their own.
- Proper PPE including vinyl gloves will be utilized when cleaning, disinfecting and administering first aid.
- Staff and volunteers will be educated on washing hands, and using hand sanitizer while keeping their own work space clean and disinfected.
- Staff and volunteers will be educated on keeping all areas that the campers have access to cleaned and sanitized.

### Campers at Camp Ladybug

- All campers will be assessed upon arrival. Staff will ask three health assessment questions of the parents. A yes to any question may result in the camper being denied access to camp for a period of time based on CDC guidelines.
- We are asking parents/guardians take their camper's temperature prior to coming to camp. If a camper has a temperature of 100.4 or above they are not permitted to return to camp until they are fever free for 48 hours. Upon arrival staff will check the **temperature** of the camper before he/she leaves the vehicle. If a camper has a temperature of 100.4 or above they are not permitted to stay or to return to camp until they are fever free for 48 hours.
- Campers are not required to wear a mask. Campers will be responsible for obtaining a face mask if they wish to wear one.
- Campers are encouraged to bring their own hand sanitizer for their own personal use.
- Campers will be shown proper handwashing, covering cough and sneezing procedures.
- Campers will be given a container with all that they will need for arts and crafts supplies (markers, crayons, scissors, glue gun, etc). Each individual container will be labeled with the campers name and only he/she will use those supplies.
- Campers will not be permitted to have use of items that are not easily cleaned, sanitized or disinfected.

### **3. Cleaning and Maintenance:**

- Park Restrooms will be cleaned and sanitized before and after camp. If feasible park restroom may be cleaned during camp.
- Outdoor equipment will be inspected and serviced regularly including tables, railings, high touch areas and play equipment.

### **4. Modification and Preventative Measures:**

#### **Program Modifications**

- Cancelled all special events (bowling, swimming, field trips)
- Limit camp site to a total of 25 participants, volunteers and staff and will maintain the 10 to 1 staff to children ratio that is recommended. If we enter the green phase, GEARS can expand the total number to 60 participants, volunteers and staff with a 15 to 1 staff to children ratio.
- Encourage a staggered drop off and pick up schedule.
- Space out seating designations in pavilion and grass areas.
- Restrict nonessential visitors, volunteers and activities involving other groups.
- Toys/games for the campers available and activities that limit contact and allow for social distancing.

#### **Weather Related Plans**

- If there is rain or severe storms before 8 am playground sites will be closed. Participants will be notified by the Coordinator.
- In the event of a storm or rain that happens between the hours of 9 am-12 noon campers must be picked up at the site immediately. Parents/Guardians should keep an eye on the weather and be mindful of the forecast.

#### **Safety Actions**

- All staff and volunteers will be required to wear a mask when they are within 6 feet of another person including campers and staff.
- Campers are not required to wear a mask – please see additional CDC recommendations
- We will teach and reinforce hand washing and covering coughs and sneezes among children and staff
- We will teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings.
- We will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), and tissues.

- Clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink).
- Ensure safe and correct application of disinfectants and store products in a safe and secure area.

## **5. Contingency Plan for a COVID Case**

The following is the plan if we are notified of a COVID-19 case at Camp Ladybug

- If a camper, volunteer or staff member becomes ill at the site we will isolate the person and notify the appropriate contacts. Assisting staff will be required to wear the proper PPE.
- Notify any staff or campers that may have been in contact with that individual.
- Close down the site and notify all parents of confirmed case and children at that playground site.