

## Community Center Camps Information, Policies, & Procedures

The following policies and procedures have been developed to follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, California Department of Public Health, and the Federal Centers for Disease Control and Prevention (CDC). ***The policies will be modified and updated as guidelines continue to evolve.***

### Prevent Spread & Social Distance Policy

- Participants will wash hands often with soap & water, especially if visibly dirty. Hand sanitizer will be used if soap & water is not readily available. Children will be supervised when using hand sanitizer and when washing their hands. They will be assisted with handwashing if they can not do it on their own.
- Kids will be encouraged, as always, to keep their hands to themselves and kids will be strategically spread, when possible, during activities for appropriate social distancing.
- Items will not be shared amongst separate groups. Items will be disinfected before another group can use it.
- Face covering: Staff will wear a face covering. It is the families discretion to have their camper wear a face covering or not. If a camper does wear a face covering, we ask that:
  - the camper be able to put on and take off the face covering on their own
  - the camper know proper care of their face covering throughout the day
  - the camper knows when it is okay to remove their face covering
- Children should cover coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be cleaned regularly
- Staff will not prepare food. Children must bring their own snacks (morning & afternoon) and lunch. Children are not allowed to share food. Lunch/snack will be eaten away from other groups, inside the classroom, or at their assigned "Active Space". On occasion we will provide a special treat.
- Children should refrain from bringing toys and other personal items from home.
- Children will stay with the same group throughout the week (Monday to Friday) and the same staff members/supervisors will stay with the same group of children to the best of our ability.
- Groups of a max of 12 children will be split into separate classrooms and groups will not mix
- Classrooms will be divided by age groups. In most instances siblings will be kept together in the same group to limit family exposure. Siblings may be split for age group balancing.
- Each group will be assigned an "Active Space" to use each day. Active Spaces will be sanitized and cleaned each day. No other groups will be allowed to use the same "Active Space" on the same day without it being cleaned and disinfected.
- Groups will be assigned a restroom to use. Restrooms will be sanitized throughout the day. Participants will be asked to practice good hygiene while using the restroom, such as washing their hands and not touching their face or others. Campers will use hand sanitizer on the way in to the restroom and on the way out of the restroom.
- Classrooms, Restrooms, and Active Spaces will not be open to the general public.
- Staff will coordinate rotations, pick-up, and drop-off to limit the mixing of groups. Supervisors will monitor groups and leaders to reduce the mixing of groups and to increase supervision.

### Isolation, Sick Child, & Sick Staff Policy

- Sick children and staff are required to stay home and will not be allowed in the camp.
- "Sick" is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea
- Should your child develop any of the symptoms above, please notify the Lafayette Community Center via phone at 925-284-2232 or email at [recreation@lovelafayette.org](mailto:recreation@lovelafayette.org)

- Staff will be vigilant in monitoring symptoms in kids and themselves and will notify a supervisor if they or a child is showing symptoms of being sick (symptoms listed above)
- Children & Staff who arrive sick or become sick while at the center will be sent home as soon as possible.
  - Staff and Children who become sick while at the center will be isolated from well groups.
  - An available room at the Community Center will be used as an infirmary/isolation area
  - One staff member will supervise any sick children in the infirmary/isolation area until a parent/guardian arrives to pick them up. Children will be made as comfortable as possible.
- If a group has a participant who tests positive for COVID 19:
  - The other members of the group will be informed, as well as campers in other groups on site.
  - Contra Costa County Health Services will be contacted to implement contact tracing and to provide direction.
  - Camps will close for at least 2 days for deep cleaning.
  - Staff will follow up with County Health Services on reopening procedures.
- Camps can be cancelled due to an illness in the program or a change in State, County or Federal guidelines.
- Participants who develop symptoms of COVID-19 or test positive for COVID-19 should not return until they have met the criteria below:
  - 14 days have passed since they started showing symptoms
  - Consulted with their doctor about resuming public activities
    - A record that a doctor was consulted may be required to be readmitted into any programs.

### **Parent Drop-Off, Pick-Up & Screening Procedure**

- A map of the Lafayette Community Center will be sent out each week as a visual reference for drop-off & pick-up.
- Participants will be assigned to a group and corresponding room. Each group will receive parking instructions and an area where they can park. Group assignments & Camp Info will be emailed out before their week of attendance. Participants should be on time for drop-off & pick-up.
- Parents/guardians should wear a face covering when picking up and dropping off.
- Drop-off
  - Cars will enter the horseshoe driveway by the Jennifer Russell Building at the Lafayette Community Center. Cars should continue down the side road parallel to St. Mary's Road to proceed to a parking area that is as close to the assigned room as available.
  - Once parked, parent/guardian and camper(s) should walk directly to the classroom and practice physical distancing when walking around the Community Center.
  - Parents/guardians and camper(s) should line up on the designated lines by the classroom for check-in. Staff will conduct the screening procedure outlined below before admitting the camper into the room.
  - In the case of a late drop-off, participants should follow the same drop-off process and call 925-284-2232 to contact a supervisor if the group is not in their room at the time of drop-off.
- Screening Procedure
  - Participant's temperature should be taken by parent prior to coming to the Community Center
  - Sick (definition above) participants should not be brought to camps and will not be admitted.
  - It is best if only one parent/guardian and the attending camper(s) go to the room for check-in.
  - Screening staff will ask the parent or guardian screening questions prior to the participant being admitted to the classroom. Screening staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. The parent/guardian will be asked:

- If the participant has shown any symptoms of COVID-19 in the past 14 days
  - If their participant has been in contact with someone who has COVID-19 or has shown symptoms of COVID-19
- If the participant passes the question screening, staff will conduct the temperature screening. Temperature screening will be conducted with the following steps:
  - Participants forehead will be scanned using a no-contact thermometer
  - Participants who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above will be scanned twice more to confirm results
  - Participants who have a fever will not be admitted to the facility
- Once the temperature screening is passed, the leader will admit the participant to enter the classroom to join the camp
- Screening staff will wear PPE and thermometer will be disinfected between each use
- Pick-up
  - Similar to Drop-Off, cars will continue down the side road parallel to St. Mary's Road to their designated parking area or as close to the classroom as available.
  - Once parked, parent/guardian should walk directly to the classroom and practice physical distancing when walking around the Community Center.
  - Parent/guardian should line up on the designated lines by the classroom for check-out.
  - A leader will verify the pick up person and will then gather the camper to release to the parent/guardian. Please keep your authorized pick-up list updated.
  - If picking up early, please follow the steps above. Please call 925-284-2232 to contact a supervisor if the group is not in their room at the time of pick-up.

### **Cleaning/Disinfecting Procedure**

- In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including but not limited to toys, tables, chairs, bathrooms, and outdoor surfaces.
- Facilities will be cleaned between groups and items will be sanitized before being made available for use. EPA approved disinfectants and cleaning products will be used by maintenance staff.

### **Waiver**

- Each participant will be required to have a completed waiver on file before their first day at camp.

### **Medical Conditions & Vulnerable/High Risk Group Guidelines**

- These camps are not designed for those that are in the high risk category. Participants in this category should consult with their doctor about enrolling in these camps.
- People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.
- Children with allergies, medical conditions, disabilities, or other pertinent health related information should notify the center at enrollment. This information should also be disclosed on the waiver and release.

Lafayette Community Center

[www.lafayetterec.org](http://www.lafayetterec.org)

925-284-2232

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