



# **Camp Hope Summer 2020**

## **COVID-19 Health and Safety Guidelines And Acknowledgement**

The Arc of Essex County's Camp Hope Program has always been dedicated to providing your family member with an incredible summer experience; our commitment to you and your family member has never been stronger.

After reviewing the COVID-19 health and safety guidelines from the CDC, the State of NJ Department of Health (DOH), and Department of Children and Families (DCF), The Arc of Essex County executive management team determined that with our expanded/updated camp facility and extraordinary teams in place, we can move forward with the 2020 summer Camp Hope season with modifications that allow for COVID-19 related health and safety protocols to be implemented.

This guide has been developed to provide families/guardians with the specific COVID-19 Health and Safety Precautions and Guidelines we have implemented for this camp season. Please review this document in its entirety. At the end of this document please sign the required acknowledgement form and submit it prior to start of your family member attending Camp Hope.

In providing you with this framework for the summer, we hope you see our path to a safe and healthy camp season. We are all in this together and ask that you follow the policies and protocols outlined in this document.

We are looking forward to see you all at camp this summer!

## **Safety is our #1 Priority: Social Distancing**

As per the CDC, DCF, and the State of NJ DOH, maintaining social distancing is essential for minimizing the exposure risk of COVID-19. To protect campers, family members and staff from possible COVID-19 exposure, the following social distancing procedures are in place:

- Family Unit (group):  
Campers will be assigned to a “family unit” (referred to as a group) of no more than 10 campers for the entire week; a minimum of 2 staff will be assigned to each group;
  - Campers and staff will remain with their assigned group throughout the camp day.
  
- Groups:
  - A maximum of 6 groups will be stationed throughout the camp property each week.
  - Groups will be kept 6 feet apart throughout the camp facility.
  
- Locations:  
Camp staff are responsible to ensure that their group of campers are adhering to all camp guidelines that include:
  - Inside and Outside Common Use Areas:
    - ✓ Maintain 6 feet of social distance from any other group at camp
    - ✓ Use of masks if camper is unable to social distance from another group
    - ✓ Ensure social distancing is being maintained in shared space
  - Restrooms:
    - ✓ Restrooms will be used by one group at a time
    - ✓ Additional usage of restrooms may occur outside of the group; staff will check the bathroom usage to ensure social distancing can be maintained prior to camper entering
    - ✓ Single use bathrooms are available throughout the camp in the event a common use bathroom is in use by another group.
  
- Transportation:  
Details on maintaining social distancing guidelines during transportation drop off and pick up are included later in this document.

## Infection/Exposure Control

Understanding exposure and minimizing one's own risk of exposure is a significant factor in minimizing contracting COVID-19. The following COVID-19 infection/exposure control guidelines have been developed in accordance with the CDC and the State of NJ DOH recommendations in order to help minimize this risk for all campers, families, and staff.

### Health surveys/screening/daily health checks

#### Campers:

- Weekly Exposure Survey: Families are required to complete a weekly Camp Hope COVID-19 Exposure Survey that includes information about potential exposure risk. These exposure surveys will be distributed using an on-line format for ease of use. Camp Hope management will review and ensure receipt of the survey prior to the first day of each week camp is in operation for each camper.
- Daily Health Checks: Families are required to complete and submit a Daily COVID-19 Health Screen and each camper is required to have a thermal temperature check upon arrival to camp.
  - For campers whose family is providing transportation to camp (more details are included in the Transportation section of this document):
    - ✓ Camp staff will obtain the completed Daily Health Screen upon camper arrival and while the camper remains in the vehicle.
    - ✓ Camp staff will conduct the temperature scan while the camper is still in their car and record the temperature on the Daily Health Screen form.
    - ✓ Any camper with an issue on the Daily Health Check form or whose temperature is over 100.4 will not be allowed to participate in Camp for that day. Families will be instructed to leave the camp grounds.
    - ✓ A doctor's note clearing the camper will be required to return.
  - For campers who will be picked up at an identified pick up/drop-off location:
    - ✓ Camp staff will obtain the completed Daily Health Screen from the family member/guardian while the camper is waiting in their vehicle at the pick-up location.
    - ✓ Camp staff will conduct the temperature scan while the camper is still in their car and record the temperature on the Daily Health Screen form.
    - ✓ Any camper with an issue on the Daily Health Check form or whose temperature is over 100.4, will not be allowed to participate in Camp for that day.
    - ✓ A doctor's note clearing the camper will be required to return.
- If at any time during the day a camper is observed to have any COVID-19 like symptoms, the camper will be placed in supervised isolation until a review is conducted by the camp nurse. If it is determined that the camper is displaying any COVID-19 symptom, the parent/guardian will be notified and the camper will remain in isolation with the nurse until the family member/guardian arrives to take the camper home.

- Family members/guardians will be instructed to call the Camp office upon arrival to the Camp Hope main gate and wait for further instructions. Parents will then be allowed to enter the camp grounds.
- Nursing staff are on the grounds and available at all times during Camp.

Staff:

- Weekly COVID-19 Exposure Surveys are required for staff to complete prior to the beginning of each camp week.
- Daily health screens and temperature checks will be conducted prior to each shift. Any staff whose temperature is over 100.4 and/or answers yes to any of the health screen questions will not be allowed to work. HR will manage the return status of the Camp Hope employee.
- If at any time during the camp day a staff feels ill, they will self- isolate immediately, contact their supervisor and leave camp for the day. Clearance to return will be managed through HR.

**Weekly COVID-19 Exposure Survey**

Part of minimizing exposure of COVID-19 is managing/implementing quarantine protocols if a camper or staff live with someone who has been diagnosed with COVID-19, if anyone in the household has traveled outside of the United States, and/or anyone in the household has traveled to one of the states listed on the NJ Travel Advisory. To better understand this exposure risk, each camper's family member/guardian and each staff are required to complete a weekly COVID-19 Exposure Risk Survey. This survey will ask the following yes/no response questions:

- Have you or any member of your household been exposed to someone who has a confirmed COVID-19 diagnosis within the past 14 days?
- Have you or any member of your household exhibited symptoms of COVID-19 within the past 72 hours? Symptoms include fever, shortness of breath, new loss of smell/taste, and diarrhea.
- Have you or any member of your household been diagnosed with COVID-19 within the past 14 days?
- Have you or any member of your household traveled outside of the United States and returned in the past 14 days?
- Have you or any member of your household traveled and stayed in a state listed on the NJ Travel Advisory?

If any of the question responses are a yes, the camper and/or staff can not attend/work at camp. For a family member/guardian, please contact the Camp Manager to discuss further steps. For staff, they have been instructed to work with HR to manage further steps.

**Contracting COVID-19**

If a camper or a staff tests positive for COVID-19, the camper and/or staff must stay home, practice social distancing and monitor for symptoms. The camper and/or staff may not come to camp for 14

days after the first date of exposure or positive test, and must have a doctor's clearance. For staff, the same applies and is managed by HR.

If a camper or staff member tests positive for COVID-19 you can expect the following actions from Camp Hope:

- The case will be reported to the proper health authorities and all families and staff of the individuals' "family unit" will be notified.
- The camp will cooperate with the local health authority regarding contact tracing and notification.
- All facilities that the individual came in contact with will be deep cleaned and disinfected as per the CDC guidelines.

### **Personal Protective Equipment (PPE)**

The use of PPE is noted to be a significant factor in helping minimize the spread of COVID-19. The Arc of Essex County has utilized all available resources to ensure a sufficient stock of PPE is available for the camp season. Use of PPE is as follows:

- Staff:
  - Staff will be provided with face masks and will use these face masks when social distancing outside of their group can not be maintained.
  - Due to health and safety issues, face masks are not required while in the pool.
  - Staff who interact with multiple groups throughout the camp day are required to wear face masks when they are with each group.
  - Gloves will be provided and worn as the activities and needs of campers dictate.
  - Gowns are available as needed.
- Campers will be encouraged to wear masks, as tolerated.

## **Cleaning and Disinfecting**

As per the CDC, DCF, and NJ State DOH, cleaning and disinfecting training and procedures are essential to minimize the risk of COVID-19 exposure. As per these guidelines, the following will be implemented:

### Training:

- All Camp Hope staff are trained on essential COVID-19 cleaning and disinfecting protocols based on the CDC "Cleaning and Disinfecting Your Facility" guidelines (see attached).

### Cleaning and Sanitizing:

- Hands
  - All staff and campers are required to clean and sanitize their hands at the beginning of each camp day and in between each activity; sanitizer stations are provided throughout the camp grounds and facilities.
- Touch surfaces
  - Camp staff will maintain regular and daily cleaning of sports equipment, tables and chairs, door handles, counter tops, common touch areas and bathroom areas.
- Deep cleaning
  - A professional cleaning service will deep clean the camp facility 2 times during the week using CDC guidelines; a 3<sup>rd</sup> cleaning will occur over the weekend in preparation for the following Camp week.

### Activities Management of Supplies/Stations:

- To minimize the COVID-19 exposure risk when sharing supplies, campers will be provided with a Camp Activities bag at the beginning of each week which contains individual use activity supplies; Camper Activity bags will be maintained at camp during the week for use by the Camper; each camper bag will be given to each camper to take home after their camp session(s) is complete.
- An Activities Coordinator is assigned to each designated station; each group of campers and staff will rotate throughout each of the designated camp activity stations. The Activities Coordinator is responsible for maintaining the health and safety protocols for their station including preparing the area for each new group and cleaning the equipment/supplies after each group finishes the activity as well as high touch areas.

### Pool/Changing Rooms:

- The life guards are responsible for maintaining the health and safety protocols for the pool area.
- Camp staff are responsible for maintaining the health and safety protocols for the changing rooms. Changing rooms will be cleaned after each group's use with CDC approved disinfectants.

## **Activities**

As per the CDC, DCF, and NJ State DOH, how group activities are organized and implemented are essential to minimizing COVID-19 exposure. As a result, specific protocols are in place for the implementation and management of all group activities as follows:

### Camper groups:

- As specified earlier in this document under the social distancing guidelines, the following protocol is utilized in the management and organization of all group assignments:
  - Family Unit (group):  
Campers will be assigned to a “family unit” (referred to as a group) of no more than 10 campers for the entire week; a minimum of 2 staff will be assigned to each group; Campers and staff will remain with their assigned group throughout the camp day.
  - Groups:  
A maximum of 6 groups will be stationed throughout the camp property each week.

### Shifting groups from one location to another location:

- The camp day consists of various activities based on a schedule. Upon moving from one activity to another, to minimize group interactions/comingling, clear guidance has been developed as follows:
  - As areas for group activities are open and create multiple entrances/exit points, to avoid crossing paths with other groups during activity changes, groups will be assigned where to enter and exit each activity area.
  - If an in-coming group arrives to an activity and the current exiting group has not left yet, the in-coming group is required to wait at least 6 feet away from the current group. When the current group exits the area and the area has been cleaned and ready for the next in-coming group, the Activity Coordinator for that area will inform the in-coming group that they can enter the area.

### Common areas/shared use:

- While walking on the common camp grounds, all staff need to be aware of where other groups are in proximity to their group. Most buildings and activity spaces are open areas and have multiple entrance and exit points, unless otherwise directed, the entrance to an area that is 6 feet away from any other group will be chosen.
- Each indoor or covered area has been set up with tables and chairs that allow multiple groups to use the space while maintaining appropriate social distance. Chairs and tables are NOT to be moved unless directed by the Camp Manager.

### Activity supplies:

- Each camper will be provided with activity specific supplies to use for the duration of the camp week. These activity supplies will be kept in a designated camp bag for each camper and maintained with the other campers’ bags, by group, and held at each activity station. Activity bags will be distributed prior to an activity and collected at the end of each activity. Any remaining activity supplies at the end of the camp week will be discarded if the camper chooses not to take them home to keep.

## **COVID-19 Health and Safety Practices for Pools, Lunches, Transportation, and Visitors**

As per the CDC, DCF, and the State of NJ DOH, the following COVID-19 health and safety practices specific to pools, lunches, and transportation, are in place to help facilitate a healthy and safe camp experience for all.

### General COVID-19 Health and Safe Practices:

Camp staff will encourage and remind campers to practice the following:

- Remain with the “family unit” or group throughout the camp day.
- Social distancing from other groups (to maintain 6 feet from other groups).
- Hand washing or use of hand sanitizer frequently throughout the day including after using the restroom, before and after lunch, before each new activity, if touching high touch points throughout the camp.

### Pool COVID-19 Health and Safety Practices:

- Swim attire:
  - To minimize issues with COVID-19 exposure with changing camper clothes for swim activities, campers must arrive to camp wearing their swim attire.
  - Campers will not have access to a changing room until after their swim time.
  - Campers are expected to be able to change out of their swimsuits with minimal assistance.
- Foot coverings:
  - NO BARE FEET IS ALLOWED.
  - Foot coverings must be worn in changing rooms and in the pool area.
  - If campers do not have specific foot coverings for swimming, the foot covering that the camper wore to camp will also be worn in the changing rooms and pool area.
- Towels:
  - Campers must bring towels to and from camp each day.
- Changing Rooms:
  - The use of the 2 changing rooms will be scheduled to ensure that only one group at a time has access; further usage per group will be organized and staggered to ensure minimal occupancy of the changing rooms.
  - Campers must wear foot covering while in the changing rooms as well as walking to the pool area. We recommend a second pair of shoes that can get wet (i.e Crocs, flip flops, water shoes). If a second pair of shoes is not provided the camper must wear the shoes/sneakers they arrived to camp in.
- Safety Swim Attire:
  - Only camper supplied swim safety vests/jackets and other individual use swim equipment are allowed for use in the pool;
  - shared pool toys are not permitted in the pool.
- NO SWIM DIAPERS ARE ALLOWED.

### COVID-19 Lunch/Food Health and Safety Practices:

- Campers are required to bring a lunch each day.
  - Food is to be stored in a bag clearly labeled with their name
  - Please pack all needed condiments, utensils and required items needed for your camper to eat their lunch.
- With the exception of occasional ice-pops, food of any kind is not supplied by Camp Hope. Tap water is available.

### COVID-19 Transportation Health and Safety Practices:

Due to the significant restrictions in place to manage COVID-19 social distancing requirements, transportation is not being provided for this season. As a result, multiple families/guardians dropping off and picking up their family member to and from camp is expected. In addition to managing and organizing the volume of cars at any given time, implementing the Daily Health and Safety Screen/temperature check as well as ensuring social distancing guidelines are enforced by preventing co-mingling of campers, is essential and required.

As a result, a strict and organized transportation drop off and pick up protocol has been developed. Adherence to these protocols will provide for efficiency while maintaining the health and safety needs for all involved.

- Arrival/Departure Time general information:
  - To maintain consistency with group assignments and avoid mixing groups, each camper will be assigned an arrival time and departure time based on camp group assignments.
  - Each arrival time has a fifteen minute window. In order to maintain the scheduled drop off and pick ups, being timely is important. If you arrive early to the camp, please plan your traveling so that you can drive around the area. We ask that you do not park your car and wait in the driveway or on Cedar Street.
  - If you are unable to arrive during your specific arrival or departure time please call the camp immediately.
  - Unplanned late arrivals outside the scheduled transportation window and without prior knowledge, will be asked to return after transportation has been completed for all other groups.
  - Planned late arrivals may occur only after 9:45am for the morning arrival/drop off only.
  - Planned early pick up for departure from camp may occur only before 2:30pm.
  - Due to ensuring the health and safety of campers, unplanned early departures may be delayed.
- Arrival drop off/Health and Safety Screening:
  - Upon arrival to camp for the morning drop off, family members/guardians are to proceed to the Camp main gate where a staff will direct them to a drop off station. If a family member/guardian arrives at the gate outside of their transportation arrival time, the family member/guardian will be instructed to turn around and arrive at their assigned time.
  - While parked at the assigned drop off station and while the camper remains in the car, the following will occur:

- ✓ Camp staff will obtain the completed Daily Health and Safety Screen from the family member/guardian.
- ✓ Camp staff will review the Health and Safety Screen form and conduct the temporal temperature screen on the camper and record it on the Daily Health and Safety Screen form.
- ✓ Once it has been determined by the camp staff that all “NO’s” are checked on the Daily Health Screen and the camper’s temperature is below 100.5, the camper may exit the vehicle.
- ✓ Camp staff will assist the camper out of the vehicle.
- At no time may a family member/guardian exit the vehicle.
- To help ensure a quick drop off, please have your camper ready, bag packed and health screen completed.
- Departure from the Camp Day:
  - Upon arrival to camp for the afternoon pick up, the family member/guardian are to proceed to Camp main gate where a staff will direct them to a pick up station. If the family member/guardian arrives at the gate outside of their transportation departure time, the family member/guardian will be instructed to turn around and arrive at their assigned time.
  - While parked at the pick-up station and remaining in your car, the camper will be brought to your car.
  - Staff will assist your camper into the car.

COVID-19 No Visitor Policy:

To help minimize any potential exposure risks to campers or staff, please note the following:

- No visitors are permitted on the camp grounds.
- Family members/guardians must remain in their car at all times with camper during arrival and departure.
- Only essential visitors will be permitted (i.e. health department, emergency maintenance)
- Temperature and Health checks are required for all essential visitors; universal masking is required.

**COVID-19 Communication:**

- Family members/guardians are required to participate in a Camp Hope virtual orientation prior to the Camp opening (during the week of July 6th, 2020).
- Communication among families and staff is essential. During this time, as there are likely many questions, we encourage you to call or email us with questions via the following:
  - [Camphope@arcessex.org](mailto:Camphope@arcessex.org)
  - Camp Hope phone: 973-515-1200
- A weekly Camp Hope newsletter will be distributed via email with the goal to provide you with information about camp activities, happenings, and programming.

**THE ARC OF ESSEX COUNTY'S  
CAMP HOPE COVID-19 HEALTH AND SAFETY ACKNOWLEDGMENT**

This document is to be reviewed and signed by the parent/guardian of each camper who attends Camp Hope. Failure to sign this form will prevent the camper from attending.

- I have reviewed The Arc of Essex County's Camp Hope COVID-19 Health and Safety Procedures. I understand that The Arc of Essex County will continue to follow the guidelines of both the CDC and NJ State DOH and local officials to ensure the health and wellbeing of all staff and campers who enter the facility. The Arc of Essex County reserves the right to change or suspend operating procedures in light of CDC, NJ State DOH, DCF or other applicable agency guidance.
  
- I understand that The Arc of Essex County, to the best of its ability, has implemented the four tenants of COVID-19 Health and Safety Practices:  
    \*Universal masking    \*Social Distancing    \*Hand washing/sanitizing    \*Facility disinfecting/cleaning
  
- I understand that while present at the camp each day my child will be in contact with children, families, and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection.
  
- I understand that in order to attend the program my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear my child will be separated from the rest of the people at the camp, in a supervised, secure area. I will be contacted, and my child MUST be picked up from the facility.

Symptoms include: • Fever of 100.4 degrees Fahrenheit or higher • Dry cough • Shortness of breath • New loss of taste or smell • Sore throat • Any other symptom identified by the CDC as associated with COVID-19.

- I will comply with completing the weekly COVID-19 Exposure Survey and Daily COVID-19 Health Screen.
  
- I understand that outside of camp, in order to control my child's exposure in the community, our family will comply with any and all state, county or local COVID-19 related orders, and will follow any current CDC guidelines while they are in effect.
  
- I will immediately notify the Camp Hope Management Team if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, has tested positive, or is presumed positive for COVID-19.
  
- I understand that during this COVID-19 public health emergency I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area. I understand that this procedure is for the safety of all persons present in the facility and to limit to the extent possible everyone's risk of exposure.

\*\*\*\*\*

I, \_\_\_\_\_ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by The Arc of Essex County may result in my family member prohibited from participation in this program.

Camper's Name: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_