



# Raritan Valley YMCA

## CAMP YOMECA 2020

Policies and  
Procedures

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## **I. Introduction**

The Raritan Valley YMCA and Camp YOMECA are committed to ensuring the safety and health of our youth, families and employees in response to the COVID-19 pandemic. This guide outlines the policies and procedures that will be implemented during the reopening of our childcare centers. These standards are based on the guidelines and recommendations set forth by the Center for Disease Control (CDC) and the American Camp Association (ACA), as well as the State and local Health Department, and are subject to change.

## **II. Health and Safety Measures**

### **Personal Protective Equipment**

All staff will be required to wear a face mask when interacting with members, program participants, general public and other staff members. Masks must be worn properly. Cloth masks will be available for the staff.

Staff are encouraged to pack changes of clothes in the event of bodily fluid contamination.

Children over the age of 2 years are advised to wear a mask. This reflects the current licensing guideline and may be subject to change.

### **Hygiene Practices/Hand Washing**

Practice frequent hand washing with soap and water for at least 20 seconds, and require handwashing upon arriving at the center, before meals or snacks, after outside time, after going to the bathroom, and prior to leaving for home. Help young children to ensure they are doing it effectively.

- Reinforce use of cloth face coverings among children, where appropriate, and staff. Face coverings are most essential at times when social distancing is not possible. Staff and children should be frequently reminded not to touch the face covering and to wash their hands frequently.

### **Enhanced Cleaning and Sanitation Procedures**

- Staff will increase the frequency of cleaning toys, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms.
- There will be handwashing stations outside for camp use
- If groups of children are moving from one area to another in shifts,

cleaning measures must be completed prior to the new group entering the area.

- Staff will ensure that HVAC systems continue to be maintained and operational.
- Advise children, families, and staff to avoid touching their eyes, nose, and mouth with unwashed hands.

### **Health Screening at Entry**

Children and staff will be screened for COVID-19 symptoms prior to entering or being admitted to the center each day.

- Daily temperature and symptom checks of staff and children should be done upon entry. Ask parents/guardians to take their child's temperature upon arrival at the facility. Upon their arrival, stand at least 6 feet away from the parent/guardian and child.
- Ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- 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.

Staff do not need to wear any personal protective equipment (PPE) beyond cloth masks during this process if they can maintain a distance of 6 feet.

Children or staff who respond affirmatively when asked about the following shall not be admitted to the center:

- Ask if medications were used to lower the child's temperature.
- Ask if they are experiencing fever, cough, or shortness of breath, and/or symptoms of communicable disease like cold or flu?
- If they have been in close contact with anyone diagnosed with COVID-19 in the past 14 days.

## Drop-off and Pick-up

Parents will not have access to the building. Drop off and Pick up will take place outside of the building at designated areas. Children and staff will be screened for COVID-19 symptoms prior to entry. Screening includes temperature checks (may not exceed 100.4 degrees F) and a symptom questionnaire, handwashing upon entering.

The following guidelines will be implemented during drop-off and pick-up:

- Please note that drop off will be from 7am-9am and pick up will be from 5pm-7pm. If you are dropping off your child after 9am or picking up your child before 5pm, you will be required to call the YMCA at 732-257-4114. Parents should not leave their vehicle.
- Groups will not be combined in the morning or afternoon.
- Children and staff will be required to wash hands upon arrival, and wash hands or use hand sanitizer before and after signing in and out. No pens should be shared. Parents should use their own pen when signing in. If check-in is electronic, alcohol wipes will be provided to frequently clean the screens or keyboards.
- Parents should drop off children at the designated drop-off area, limiting adult entry into the facility.
- Staff will meet children as they are dropped off.

Drop off/Pick up areas by group

Achievers K-1 – Sandbox

Achievers 1-3 (Orange) – 1<sup>st</sup> Table on the Field (by the monkey bars)

Achievers 1-3 (Yellow) – 3<sup>rd</sup> Table on the Field

Achievers 3-5 (Green) – Gaga Pit

Achievers 3-5 (Turquoise) – Tables in front of Volleyball

Adventurers - Volleyball Court (Drop Off on Alvin Court)

## Visitors

Visitors will not be permitted to enter the center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, Department of Children and Families personnel for child protection or child care licensing purposes, and persons providing emergency repair services within the center that cannot be reasonably delayed until the center is closed.

Unless precluded by emergency circumstances, visitors to the facility shall

be subject to the same screening procedures as children and staff and shall be denied admission on the same basis unless the center is legally precluded from denying access (e.g. a law enforcement agent with an appropriate warrant).

To the greatest extent feasible, unless the purpose of the authorized outside visitor is to observe the care provided to children (e.g. a DCF licensing inspector), all reasonable efforts should be made to minimize visitor contact with children and staff.

Visitors shall be required to wear cloth masks while visiting the center unless doing so would inhibit the individual's health. If a visitor refuses to wear a cloth face covering for non-medical reasons and if such covering cannot be provided to the individual by the business at the point of entry, the center must decline to allow them to enter.

### **Physical Distancing**

Though complete physical distancing is difficult to achieve in a childcare environment because childcare staff will be in close contact with children, centers are required to implement strategies to minimize chances of viral transmission. These shall include, at a minimum:

- Eliminate large group activities: No field trips, assemblies, large meetings, and performances.
- Cancel or modify camp activities where children are likely to be in close contact: For example, modify physical education activities to reduce contact between children, avoid large gatherings or mixing of classes for group lessons.
- Reduce group size: Reduce group sizes to no larger than 10 people total, including children and adults. Keep groups together throughout the day; do not combine groups (e.g., on the playground, at opening and closing). As feasible, maintain the same groups from day to day.
- Aim to keep three to ten feet between individual children and minimize the amount of time children are in close contact with each other. For example, increase the distance between children during table work and limit the amount of time children spend standing in line.
- Limit item sharing: If items are being shared, remind children not to touch their faces and to wash their hands after using items. Only share items and toys that can be cleaned and sanitized.
- Teach staff, children, and their families to maintain distance from each other while at the facility: Educate staff, children and families about

why physical distancing is important.

## **ATHLETIC CLEANING PROCEDURES**

### **GYM**

#### Prior to Entry

ALL campers MUST:

- -If hands are visibly soiled OR participants are coming from outside: WASH HANDS WITH SOAP AND WATER
- -If hands are not visibly soiled AND participants are not coming from outside: ALCOHOL BASED HAND SANITIZER is acceptable; soap and water are preferred

#### Prior to Activities

ALL counselors MUST:

- -Remind campers of respiratory etiquette
- Cover coughs and sneezes with elbows (demonstrate when applicable)
- After coughing or sneezing, campers must cleanse hands with soap and water OR hand sanitizer if not visibly soiled
- Campers must dispose of tissues into GARBAGE and must cleanse hands with soap and water OR hand sanitizer if not visibly soiled
- Encourage campers to avoid touching their nose, mouth, and eyes
- Encourage campers to alert a counselor if they feel sick
- No sharing water bottles or drinks

#### During Activities

- ONE ball per every 7 campers
- FOUR balls MAXIMUM may be used at once during club 60
- Keep note of ALL equipment (balls, cones, etc) used during your allotted time period
- Encourage campers to maintain safe distance from each other (hands to yourself)

#### After Activities

- ALL equipment used during allotted time period should be sanitized with disposable wipes
- ALL campers must cleanse hands with soap and water OR hand sanitizer
- ALL door knobs / handles should be sanitized with disposable wipes
- Properly dispose of tissues, gloves, and trash into garbage bin

#### End of Camp Day

ALL equipment should be disinfected with bleach solution or cleansed with wipes

## **BIKE RODEO**

Prior to arrival at site:

- ALL campers MUST
- If hands are visibly soiled: WASH HANDS WITH SOAP AND WATER
- If hands are not visibly soiled: ALCOHOL BASED HAND SANITIZER is acceptable; soap and water are preferred

Before distribution of helmets and bicycles:

ALL counselors MUST:

- Cleanse bicycle handlebars and seats with disposable wipes
- Remind campers of respiratory etiquette
- Cover coughs and sneezes with elbows (demonstrate when applicable)
- After coughing or sneezing, campers must cleanse hands with soap and water OR hand sanitizer if not visibly soiled
- Campers must dispose of tissues into GARBAGE and must cleanse hands with soap and water OR hand sanitizer if not visibly soiled
- Encourage campers to avoid touching their nose, mouth, and eyes
- Encourage campers to alert a counselor if they feel sick
- No sharing water bottles or drinks

During Bicycle Riding:

Bicycles MUST be wiped down (handlebars and seats) before and after EACH rider  
DO NOT ALLOW CAMPERS TO RIDE WITHOUT WIPING DOWN BICYCLE FIRST

End of Activity Clean-up

ALL campers must

- If hands are visibly soiled: WASH HANDS WITH SOAP AND WATER
- If hands are not visibly soiled: ALCOHOL BASED HAND SANITIZER is acceptable; soap and water are preferred
- Counselors MUST
  - Spray down the handlebars and seats of all bikes with disinfectant spray or bleach solution
  - Cleanse any extra equipment (cones) with disposable wipes



**VOLLEYBALL & GAGA**

Prior to arrival at site:

ALL campers MUST

- If hands are visibly soiled: WASH HANDS WITH SOAP AND WATER
- If hands are not visibly soiled: ALCOHOL BASED HAND SANITIZER is acceptable; soap and water are preferred

Before playing:

Counselors MUST

- Wipe down (1) volleyball or (1) gaga ball with disposable wipe
- Remind campers of respiratory etiquette
- Cover coughs and sneezes with elbows (demonstrate when applicable)
- After coughing or sneezing, campers must cleanse hands with soap and water OR hand sanitizer if not visibly soiled
- Campers must dispose of tissues into GARBAGE and must cleanse hands with soap and water OR hand sanitizer if not visibly soiled
- Encourage campers to avoid touching their nose, mouth, and eyes
- Encourage campers to alert a counselor if they feel sick
- No sharing water bottles or drinks

End of Activity Clean-up

ALL campers must

- If hands are visibly soiled: WASH HANDS WITH SOAP AND WATER
- If hands are not visibly soiled: ALCOHOL BASED HAND SANITIZER is acceptable; soap and water are preferred

Counselors MUST

-Wipe down balls used with disposable wipe

**FIELD**

Prior to arrival at site:

ALL campers MUST

- If hands are visibly soiled: WASH HANDS WITH SOAP AND WATER
- If hands are not visibly soiled: ALCOHOL BASED HAND SANITIZER is acceptable; soap and water are preferred

Counselors MUST

- Remind campers of respiratory etiquette
- Cover coughs and sneezes with elbows (demonstrate when applicable)
- After coughing or sneezing, campers must cleanse hands with soap and

water OR hand sanitizer if not visibly soiled

- Campers must dispose of tissues into GARBAGE and must cleanse hands with soap and water OR hand sanitizer if not visibly soiled
- Encourage campers to avoid touching their nose, mouth, and eyes
- Encourage campers to alert a counselor if they feel sick
- No sharing water bottles or drinks

#### During activity

- Counselors MUST vigilantly note ANY and ALL balls, sandbox items, frisbees, boards, or other field equipment used by campers.
- \*\*Recommend 1 counselor per specific area ie (sandpit, bars, basketball) to ensure safety and accountability\*\*

#### Specifics

- Basketball: Maximum of TWO (2) balls permitted for use
- Frisbee: Maximum of FOUR (4) frisbees permitted for use
- Baseball: Maximum of ONE (1) ball and ONE (1) bat permitted for use
- Bat must be wiped down before and after EACH camper use
- Football: Maximum of TWO (2) balls permitted for use

#### End of Activity Clean-up

EVERY SINGLE PIECE OF EQUIPMENT USED MUST BE WIPED DOWN OR SPRAYED WITH DISINFECTANT SPRAY!!!

#### ALL campers MUST

- If hands are visibly soiled: WASH HANDS WITH SOAP AND WATER
- If hands are not visibly soiled: ALCOHOL BASED HAND SANITIZER is acceptable; soap and water are preferred

### **Meals and Snack Time**

- Meals and snacks shall be provided on designated outdoor benches to avoid congregating in large groups.
  - Children will be seated 6 feet apart due to the increased risk of exposure while eating
- Eliminate family-style meals.
- Ensure staff are conscious of how they deliver food and handle silverware and plates (recommend disposables). When handling do not touch food contact surfaces and ready to eat food without gloves, or utensils.
- Ensure staff and children wash hands before and after meal/snack time.

- Staff should clean and sanitize table(s) before and after each use by groups.

### **Health Exclusion from the Center (Adults and Children)**

Staff or children with a fever of 100.4 F or higher, cough, or shortness of breath will be excluded from the center. Children with household members who are known to have COVID-19 will also be excluded from the center.

If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), immediately separate the person from the well people until the ill person can leave the facility. If the child has symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away as safely possible from the child (preferably, 6 feet).

Parents/guardians will be notified immediately if their children are experiencing any symptoms

If symptoms persist or worsen, they should call their health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.

If facility learns of a COVID positive case in their facility they should contact their local health department for guidance. See [www.localhealth.nj.gov](http://www.localhealth.nj.gov) for contact information.

Facilities experiencing a confirmed case of COVID-19 among their population will work with the local health department to determine next steps. It may be advised by the health department that the center closes temporarily. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual. Symptom-free children and staff should not attend or work at another facility during the closure.

### **Short-Term Visitors to the Facility with Confirmed or Suspected COVID-19**

If the infected individual with confirmed or suspected COVID-19 spent minimal time (i.e. 10 minutes or less) in close contact with those in the childcare center, the center must consult and work with the local health department to determine the appropriate course of action, which may include closure or exclusion.

### **Returning After Suspected COVID-19 Symptoms**

If a staff member or child has symptoms of COVID-19 or is a close contact of

someone with COVID-19, they can return to the center if the following conditions are met:

- If the individual has a fever, cough, or shortness of breath and has not been around anyone who has been diagnosed with COVID-19, they should stay home and away from others until 72 hours after the fever is gone without fever reducing medication and symptoms get better. If the person's symptoms worsen, they should contact their healthcare provider to determine if they should be tested for COVID-19.
- If an individual is diagnosed with COVID-19, they must remain out of the facility for a minimum of 7 days after the onset of first symptoms. They may return under the following conditions:
  - If the individual had a fever: 3 days after the fever ends AND there is an improvement in initial symptoms (e.g. cough, shortness of breath);
  - If the individual did not have a fever: 3 days after there is an improvement in initial symptoms (e.g. cough, shortness of breath); OR 7 days after symptom
  - Individuals diagnosed with COVID-19 should remain home from work or the center and avoid contact with others until at least 3 days (72 hours) have passed since recovery (defined as resolution of fever without the use of fever-reducing medications) and improvement in respiratory symptoms (e.g., cough, shortness of breath); AND at least 7 days have passed since symptoms first appeared.
- If an individual believes they have had close contact to someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person with COVID-19. They should not go to work or childcare and should avoid public places for 14 days.

### **III. Preparing to open**

#### **Staff Training**

Prior to returning to work, employees will be required to attend virtual training on the Raritan Valley YMCA Reopening Policies and procedures and onsite training on personal protective equipment (PPE), cleaning and disinfecting, social distancing and additional health and safety procedures. Staff will signoff to acknowledge upon completion of the online training and understanding of the policies and practices herein.

## Preparing the Facility for Children

- Camp staff should approach the return of children to the YMCA in the same mindset as we would plan the first day of camp. Children will take time to adapt back into the setting and adjust to the changes made to the environment. Schedules and routines will be vital from day one. However, staff should be prepared to be flexible as per their social emotional and intellectual needs.
- All camps need to consider which areas will be used, based on projected enrollment, space and furnishing needs.
- Camp arrangements will be revised to accommodate changes in maximum group size and to allow for physical distancing.
- School kits (including Arts & Crafts and Nature) will be pre-assembled if possible for children to contain their own regular-use supplies including art materials and writing tools. Contents will be determined in collaboration with instructors.
- The daily schedule including exercise activities, meals and swim will be re-designed to accommodate time for hand-washing, cleaning-sanitizing of surfaces and materials, as well as to help the children learn and adjust to physical distancing in the classroom.
- A designated isolation area for sick children will be identified and equipped with the appropriate equipment and PPE.

## Aquatics Policies

The novel coronavirus SARS-CoV2 is not waterborne. There is no current evidence that COVID-19 can be spread to people through the water in a pool, hot tubs, spas, or water play areas. Proper operation and maintenance of pools and related facilities will likely inactivate the virus in the water. The Centers for Disease Control and Prevention (CDC) states "there is no evidence showing anyone has gotten COVID-19 through drinking water, recreational water, or wastewater. The risk of COVID-19 transmission through water is expected to be low." However, it is important to follow safe physical distancing and proper hygiene practices at lake and pond recreational areas.

- Personal Flotation Devices
  - If personal flotation devices aka life jackets or floaties will be shared among campers or stored in a common location, follow the practices below for proper cleaning after each use.
  - Limit the amount of shared supplies and equipment per activity. Hand wash life jackets in hot soapy water. Allow to air dry and spray lifejackets with alcohol- based disinfectant spray.

- Designate certain equipment (e.g., lifejackets) to individuals for the duration of camp, to decrease the quantity of shared items.
  - Personal flotation devices should be cleaned and disinfected after each use
- Swimming
  - During swimming activities, the following practices are recommended:
    - For free swim, continue safe swim practices, such as the swimming buddy system where each camper is assigned a “buddy” to stay with at all times. Try to ensure that assigned buddies are in the same group and continue to be buddies throughout the camp program. Swimmers must participate in swim drills to maintain safety.
      - For laps, maintain 8-foot lane width in swimming pools and maintain spacing between individuals swimming by creating a rotation.
  - For counselors, maintain the same instructors with each group of campers each day.

### **Messaging to Families**

Prior to opening, current enrolled families will receive information pertaining to the new health and safety guidelines. Virtual information sessions may be provided to present appropriate information and address any questions.

## **IV. Opening the Doors –Everyday**

### **Cleaning Supplies and Equipment**

The center will be stocked with cleaning supplies and equipment that will be easily accessible in classrooms and other areas of the center. Supplies include gloves (gloves are required for cleaning), paper towels, soap and water solution, and hospital grade disinfectant or bleach and water solution. Effective preparation and use of disinfectants is necessary to properly sanitize materials and surfaces. If using a bleach dilution, NEW bleach solution MUST be prepared every morning prior to the welcoming of children into classrooms. Spray bottles should be clearly labeled with the mix instructions if not already done so. The proper mix of bleach and water is:

- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Hospital grade EPA approved disinfectants that are approved for use by the YMCA may also be available. Staff must follow the directions on the label for

correct dilution and use.

All materials and surfaces must be cleaned with soap and water prior to the application of the disinfecting solution. Disinfecting solution must sit on materials and surfaces for 10 minutes prior to wiping. This instruction should be included on the spray bottle as well.

### **Group Size and Ratios**

Group size and ratio will be determined based on current guidance from NJDCF Child Care Licensing and the American Camp Association. Groups will be reduced to 10 total including children and adults. The Camp Director will collaborate to determine group schedules including possible assignment of floating staff for staff meals and breaks, support cleaning and other sanitizing requirements. Staff schedules will be reviewed and approved by the Executive Director.

### **Isolation Area**

A designated isolation area will be used for children who develop symptoms during the day and are waiting to be picked up by a parent or guardian. The isolation area will be in the area in front of the main entrance. There will be a nurse's station operating in this area, where children can be closely monitored and assisted if necessary. Children should be kept comfortable via social distance. Staff monitoring this area when a child is sick, will be required to wear appropriate PPE including mask, gloves, face shield and protective gown. The isolation area will be disinfected after the child leaves the center.

### **Daily Cleaning/Sanitizing and Closing the Center**

- Throughout the day, and following every use, tables and materials should be cleaned with soap and water, then sanitized with disinfectant. All wiping should be done with disposable paper towels and gloves. Both should be disposed after each use.
- All equipment should be cleaned daily if used (weekly if unused) in soap and water and then disinfectant water bath.
- To close the Center at the end of the day, all surfaces and materials should be cleaned and sanitized one last time. Items should be taken off the floor and stored on tables for optimal night-time floor cleaning.
- Schedules will be created at each center to ensure every used area is sanitized.

- Bleach spray bottles should be emptied and left open to air out near the sink areas in preparation for the next morning's mixing of fresh bleach solution.
- Supplies should be restocked in each room, bathroom, and wherever morning drop off supplies are kept.

## **V. Maximizing Utilization**

Survey responses may illuminate a need for partial day and or partial week scheduling options for families. Directors will review survey responses and create a utilization chart for their building.

Survey responses may discover a need for school age children needing care before traditional camps open. Directors will review survey responses and their licensed spaces to determine if they should offer school age care