Kids Fun Camp

COVID – 19

Summer Camp 2020 Handbook

**Section 1 – OVERVIEW**

**Perspective**

As a family owned and operated summer camp, Kids Fun Camp has a unique perspective on questions and concerns you may have regarding the operation of summer camp in 2020. We have, over the past 29 years, provided thousands of families a summer camp environment committed to the social, physical, and emotional growth of every camper. COVID-19 has forced us to seek a new normal on how we will operate. The following handbook will outline those changes and hopefully answer many of your questions.

This handbook has been created with guidance from the Texas Department of State Health Services, the CDC, health professionals, Diocese of Galveston-Houston, and the Guidelines established for day camps by the Governor’s COVID-19 task force.

**Updates**

Guidelines can change at any time throughout the summer. We will continue to follow all State and Health officials’ modifications and guidelines. We will provide you immediately with the changes we will make to camp guidelines or procedures.

**Where are we**

We are in an extraordinary time in history and many of the answers we need are still unknown. Kids Fun Camp is and will continue to seek out answers and adjust our camp environment on the guidelines from the federal, state and local heath agencies. However, we must all play a part in implementing and adhering to all guidelines. Our State Guidelines state; “Every adult who is responsible for providing care or education for infants, children, and youth in a camp setting must be aware of (the facts of the virus) and be willing to comply with the infection control measures what will be in place in these settings. Parents should monitor the health of their children and not send them to camp if they exhibit any symptoms of COVID-19. They should seek COVID-19 testing promptly and report results to the camp director given the implications for other children, families and staff. Individuals ages 65 or older are at a higher risk of COVID-19. Parents should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend child care centers, schools, or youth camps for 14 days after the end of the camp session” (checklist for Day Youth Camp Operator and Staff, pages 1&5).

Kids Fun Camp will put in place all health and safety measures provided by government officials – for you, other campers, and our staff. We ask that you follow all guidelines and instructions in this Handbook while attending Kids Fun Camp.

An inherent risk of exposer to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to server illness and death. By attending Kids Fun Camp Summer Day Camp, you voluntarily assume all risks related to exposure to COVID-19.

**Section 2 – Symptoms and Methods of Spread**

**Symptoms of COVID-19**

People with COVID-19 have had a wide range of symptoms reported-ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

* Cough
* Shortness of breath or difficulty breathing
* Fever
* Chills
* Headache
* Muscle pain
* Sore throat
* New loss of taste or smell
* Diarrhea
* Feeling feverish or measures temperature greater than or equal to 100 degrees F
* Known close contact with person who has COVID-19

Camper may have a cough, headache or muscle pain not associated with COVID-19. Each camper will be evaluated and may be allowed to stay in camp. However, if camper is displaying other symptoms, the camper will be separated and must be picked up immediately.

**Methods of Virus Spread**

We know that COVID-19 can be spread by four types of carriers: those with the disease and showing symptoms, those with the disease but without symptoms during the incubation period, those with the disease and who will not show symptoms at all, and those without the disease systemically but who do carry the virus superficially (such as on their hands).

We must proactively prevent those who are carriers of the virus from entering the camp. This will be easy with Type 1 but harder with Types 2, 3, and 4. We must also limit the spread of and mitigate the exposure to the virus.

The COVID-19 virus relies on three types or sources of delivery; airborne, surfaces and skin. The following policies and procedures will be implemented by Kids Fun Camp to combat each of these sources of delivery.

**Section 3 – Policies and Procedures**

**Policies and Procedures for Summer Camp**

The first and most crucial step is preventing those with confirmed cases of (or those who have been in contact with a confirmed case of) COVID-19 from entering the facility. There will be two types of screening:

* **Self-screening**
	+ **If the answer is “yes” to any of the self-screening questions, you will be asked to remain home.**

**Self-screening: (STAFF)**

* Do you have a fever of 100 degrees F or more?
* Are you experiencing any respiratory symptoms?
* Do you have absence or shortness of breath?
* Do you have a new or change in cough?
* Do you have a sore throat?

**Self-screening: (FAMILIES)**

* Does your child or children have a fever of 100 degrees F or more?
* Is your child or children experiencing any respiratory symptoms?
* Does your child or children have absence or shortness of breath?
* Does your child or children have a new or change in cough?
* Does your child or children have a sore throat?
* Has your child or children been in contact with anyone with COVIC-19?
* **Active-Screening**

**Active-screening: (STAFF**)

* All staff will have their temperature checked prior to entering camp. Should their temperature exceed 100 degrees F, they will not be allowed in camp and be sent home.
* All staff members must wash hands at a designated handwashing station upon entering camp each day.
* All staff members will wear personal face masks during the day with the exception of certain outdoor activities.

**Active-screening: (FAMILIES**)

* If you have someone at home who is considered high risk, please consider not attending camp.
* Parents must remain in car for drop off and pick up. Campers will be escorted into camp by camp staff.

**Active-screening: (CAMPERS)**

* All campers will have their temperature checked prior to entering camp. Should their temperature exceed 100 degrees F, you will be required to take your child or children home.
* All campers will be required to wash hands at the designated handwashing station upon entering camp each day.
* Protective face masks for campers are optional and must be provided by the family. They are not required to be worn at camp.

**Section 4 - General Rules**

**Drop off and pick up procedures**

**4 STEPS TO DROP OFF:**

**1. REMAIN IN CAR, 2. TEMPERATURE CHECK, 3. HEALTH QUESTIONS, 4. CHECK IN/DISINFECT**

Abiding by health guidelines and practical safety, Kids Fun Camp will implement a carpool drop off and pick up procedure for camp. Staff members will be positioned and supply directions as to where to proceed. Please follow their directions. Prior to being escorted in the building, the following procedures will occur each day:

1. Remain in car – camp staff will come to your car.
2. Camper Temperature Check – camper’s temperature will be taken and should your child or children’s temperature exceed 100 degrees F, they will not be allowed on campus.
3. Confirmation of self-screening – camp staff will confirm the questions from the self-screening by asking you the following:
	1. Have you or anyone in your immediate household had symptoms of COVID-19 within the last 14 days?
	2. Have you come into contact with anyone who has been lab confirmed with COVID-19 within the last 14 days?
	3. Is your child or children experiencing any respiratory symptoms?
	4. Does your child or children have absence or shortness of breath?
	5. Does your child or children have a new or change in cough?
	6. Does your child or children have a sore throat?

**If any of the health questions are answered with “yes”, the camper will be asked to remain home. In the event that siblings are in camp, if one person in the family exhibits symptoms or has been exposed to someone lab tested with COVID-19, then the entire family cannot attend camp.**

1. Camper escorted into Camp – campers will wash/disinfect their hands at the designated station.
* **During steps 1 and 2 everyone must remain in their car for the safety of all campers, parents and staff.**
* **Failure to comply with drop-off procedures will result in dismissal from camp**

**Pick up procedures:**

Kids Fun Camp staff will be directing traffic for pick up. Please obey the instructions of the staff to have a safe pick up.

All campers will be escorted to their car. Parents or caregivers are to remain in their car at all times.

At no time should parents or caregivers leave their car.

Campers will also be escorted to their cars during After Camp care as well.

Please be ready to show **picture I.D. everyday**

* **Failure to comply with pick-up procedures will result in dismissal from camp**

**Camp Hygiene**

Following the guidelines set forth by the CDC and the State of Texas, the following camp hygiene procedures will be in place each day for all staff and campers:

Handwashing:

* will occur when camper arrives at the facility
* after activity
* before and after lunch
* before and after snack
* before and after administering medication
* after using the restroom
* after coming in contact with bodily fluid
* after handling garbage

Handwashing procedures:

* Staff and campers will wash hands with soap and water for at least 20 seconds. Camp staff will supervise campers when they wash their hands and assist young children who cannot wash hands alone. After assisting campers, staff members will thoroughly wash their hands. If hands are not visibly dirty, hand sanitizer can be used if soap and water are not readily available.

Lunch Hygiene Plan

* No self-serve buffet meals
* All meals will be served with disposable utensils, napkins, cups and plates
* All snacks are pre-packaged in individually disposable containers
* Tables and chairs will be disinfected by camp staff following each groups schedule lunch and snack

**Cleaning and Disinfection**

Following the State guidelines for campsite cleaning and disinfection, Kids Fun Camp will work to maintain a clean and sanitary camp environment. The following will be part of that procedure:

* Clean and disinfect frequently touched surfaces within the camp throughout the day (ex – door handles, sink handles, tables and chairs, etc)
* Clean and sanitize shared objects (ex – toys, games, and art supplies) between every activity usage each day
* Ensure safe and correct application of EPA and Diocesan approved disinfectants and sanitizers to treat COVID-19. These products will be kept out of the reach of campers.
* Deep clean and sanitize the camp at the end of each day.

**Staff Health Procedures**

Throughout our history, Kids Fun Camp has maintained the highest standards for our camp staff. Over 90% of our camp staff are Kids Fun Camp alumni who have been through and understand the quality of care given. All staff members are First Aid and CPR certified along with Diocesan approved Child Care courses. A yearly criminal background check is performed.

* Staff members must answer the COVID-19 Health Questions each day in order to attend camp. If the answer to any of the questions is “yes” the staff member will be asked to remain home.
* All staff will go through a temperature check prior to entering camp. Should their temperature exceed 100 degrees F, they will be asked to leave the camp.
* All staff members must wash hands at a handwashing station upon entering camp each day.
* Camp staff will wear protective face masks during the day with the exception of certain outdoor camp activities.
* Gloves will be used during specific times at camp (ex- lunch, snack)
* All staff must possess current certifications in First Aid and CPR for infant, child and adult.

**Camp Activities**

Kids Fun Camp’s daily schedule provides a wide range of activities for campers to participate in. Due to COVID-19, certain activities present a greater risk than others. Because of this, we have removed those activities and modified other activities. Below is a list of activities that have been removed, those that will continue and those that have been adjusted.

Removed Activities

* Field trips and associated bus travel
* Activities involving equipment that cannot be cleaned and disinfected

Remaining Activities

* Athletics
* Arts and crafts
* Science class
* Rock climbing
* Games
* Wall ball
* Knock out
* Inflatables
* Water Slides
* Four Square
* And much more

Kids Fun Camp will also have multiple sets of the same equipment and supplies for each group. Personal belongings of campers will be stored in safe and secure place. Any shared equipment will be cleaned and disinfected following each activity.

Kids Fun Camp has also added additional staff and will make specific assignments of all staff to assure that all facilities, equipment, etc is cleaned and sanitized. We will also use disinfectant and sanitizers approved by the Diocese of Galveston-Houston.

**Monitoring during camp**

During this trying time, a greater emphasis will be placed on the monitoring of all campers and staff during camp. From the moment we begin camp each day, we will monitor and screen everyone for possible sickness including symptoms listed below:

* Cough
* Shortness of breath or difficulty breathing
* Fever
* Chills
* Headache
* Muscle pain
* Sore throat
* New loss of taste or smell
* Diarrhea
* Feeling feverish or temperature greater than 100 degrees F
* Known close contact with person who is lab confirmed to have COVID-19

This is not an all-inclusive list. Other less common symptoms have been reported. Please read the next section for procedures when symptoms are detected at camp.

If a cough or headache symptom exists with no other symptoms present, an assessment will take place, and the individual may stay in camp. However, if the above mentioned symptom is paired with other symptoms on the list, the camper or staff member will need to be separated from others and sent home.

**Sickness at Camp**

The following steps will be taken for any camper or staff member who demonstrates symptoms of sickness during camp.

1. The camper or staff member exhibiting symptoms of illness during camp will be isolated in our designated First Aid Station.
2. The camper’s parents will be called and asked to pick up their camper immediately. The staff member exhibiting symptoms will be asked to leave camp if they are able to leave on their own, or secure transportation if unable to leave on their own.
	1. If the camper or staff member has symptoms that could be COVID-19 and wants to return to camp the individual must obtain a medical professional’s note clearing the individual for return based on a negative nucleic-acid COVID-19 test and an alternative diagnosis. Find TX COVID-19 Test Collection Sites online, contact the local health department for testing, or see a health care provider.
	2. In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until they have completed this three-step criteria: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications) : and the individual has improvement in symptoms (ex-cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.

**What if a positive case of COVID-19 is confirmed with a camper or staff?**

In the case of a camper or staff member who was diagnose with COVID-19, the individual may return to camp/work when all three of the following criteria are met:

1. at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
2. and the individual has improvement in symptoms (ex-cough, shortness of breath)
3. and at least 10 days have passed since symptoms first appeared.

When an individual test positive for COVID-19, we will notify all parents or guardians of campers in the small group. The parents or guardians may decide to either pick up their child from the camp or leave the child in the camp and trust the camp to take appropriate safeguards. We will keep the small group contained the individual who tested positive for COVID-19 isolated from other small groups at the camp for the remainder of the camp session.

**If an immediate family member is exhibiting symptoms of COVID-19 or has a confirmed case**

If a family member of a camper/staff member is exhibiting symptoms of COVID-19, the CDC recommends that everyone in the house self-isolate. Home isolation can end and a camper/staff member return to camp when the following guidelines are met:

CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected. The person infected could meet the above criteria and is cleared to leave isolation; however, the other family members would need to remain in isolation 14 days after last symptom exposure.

If a COVID-19 test is performed, this an alter the isolation period. If the test is negative, the family is free to return to normal activities and camp. If the family members’ test is positive, then the above 14 day isolation from the last active symptom remains.

**Camp Attire – camp shirts are optional. Not mandatory this year.**

**Modified Camp Times: (8:00 a.m. – 5:30 p.m.)**

In an effort to better clean the facilities and prepare for camp, we have adjusted our camp hours. Campers can be dropped off beginning at 8:00 a.m. Camp activities day ends at 3:00 p.m. After Care until 5:30 p.m. **AFTER 5:30 A LATE FEE OF $10 PER MINUTE WILL APPLY.**

**What should campers bring to camp**

Refillable Water Bottle (no water fountains will be used. Refill stations will be set up

 throughout the camp)

Sunscreen (please apply at home. Bring extra only in spray bottles)

Tennis shoes

Active and comfortable clothes

Bag to keep all items secure and together

Please label all items

Campers can bring electronics, etc. only to be used during aftercare.

Campers will not be allowed to share.

**Medications**

All medications that are to be given to campers must be given to camp staff at drop off. The medications must be in the original container with a note attached indicating the dosage and time the medication is to be administered.

It is vital to provide WRITTEN INSTRUCTIONS indicating TIME AND DOSAGE

An accurate record of all administering of medication is kept on a daily basis.

**Lunch**

Lunchtime will vary from day to day depending on the activities of the group for that day.

Campers may bring their lunch to camp or purchase their lunch from the cafeteria. A price list is included on the menu in the back of this handbook. MODIFIED MENU THIS SUMMER.

Campers are not allowed to bring bottled or can drinks to camp. Box drinks and plastic thermos are acceptable.

IF A CAMPER FORGETS LUNCH OR LUNCH MONEY, THE CAMP OFFICE WILL GIVE THE CAMPER MONEY FOR LUNCH. THE AMOUNT SHOULD BE REPAID TO THE CAMP OFFICE THE FOLLOWING DAY.

**Break/Snack Time**

There is a break or snack time each day in the afternoon. Snacks are sold at camp, most costing $.75. Campers may bring snacks from home.

**Tuition**

All Pre-Registered Campers will receive early bird rates.

* **Due no later than 5/29 – Registration Fees and ½ of 6-week monetary commitment**
* **Due not later than 6/19 – Final ½ of 6-week monetary commitment**

**NO REFUNDS** – With the exception of unforeseen camp closure due to COVID-19

**Field Trips**

At the present time, **NO FIELD TRIPS** will be conducted.

**Immunization Records**

We must have on file in the day camp office, a copy of your child’s immunization record. This is a State requirement.

**Insurance**

You must provide a copy of your insurance card. You must show proof of insurance or indicate “not covered” on the insurance form.

Kids Fun Camp has an umbrella catastrophic insurance policy, however, if your child sustains a common, play-related injury, such as a broken arm, you or your insurance must cover the cost of the injury.

**Conduct**

Campers must obey all day camp rules.

Campers must listen to counselors and supervisors.

Bad language, hitting, biting, or fighting is not allowed.

Counselors are instructed to bring any camper that is misbehaving or not obeying the rules to the camp office. Once there, a supervisor will determine the proper disciplinary action to be taken.

DISCIPLINARY ACTION INCLUDES: Office time to contemplate their actions, suspension from camp, dismissal from camp.

Parents will be contacted to discuss improper conduct.

**Money**

If a camper brings lunch/snack money to camp please put in labeled zip loc baggie. Please specify if you have guidelines and limitations. It will be collected by the counselors and placed in a group baggie with the camper’s name on it. This will be done on a daily basis. All unused monies will be returned on a daily basis.