**HOPWOOD SCHOOL & CAMP**

**(Hopwood Nursery School, Inc.)**

**COVID -19 HEALTH & SAFETY PLAN**

Last revised: June 1, 2020

**YELLOW PHASE PLAN**

**The following plan is a response to Governor Wolf’s YELLOW PHASE reopening plan for Pennsylvania and Montgomery County. If / when Montgomery County goes to the Green Phase and if / when there is additional guidance regarding summer camps, Hopwood School & Camp (Hopwood) will amend this plan accordingly. All underlined text is a link to additional CDC guidance.**

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](https://www.cdc.gov/handwashing/when-how-handwashing.html), [staying home when sick](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)) and environmental [cleaning and disinfection](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) are important principles that are covered in this document. The following actions implemented by Hopwood are applicable to all administrators, staff, counselor assistants (CAs). campers and camper families and are intended to help lower the risk of COVID-19 exposure and spread during camp sessions and activities.

**Promoting Behaviors that Reduce Spread**

* **Staying Home when Appropriate**
  + - Campers, CAs and staff who are sick or have recently had a [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person with COVID-19 are to **stay home**.
    - [Campers, CAs and staff should stay home](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if they have tested positive for or are showing COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).
    - Campers, CAs and staff can return to camp after meeting the following CDC criteria:
      * [If they have been sick with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
      * [If they have recently had a close contact with a person with COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html)
* **Hand Hygiene and Respiratory Etiquette**
  + Campers, CAs and staff will be required to wash their hands between each activity session. [Camper and staff handwashing](https://www.cdc.gov/handwashing/when-how-handwashing.html) will be with soap and water for at least 20 seconds. Camper handwashing will be monitored by staff and CAs to ensure adherence.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available for staff and older children who can safely use hand sanitizer.
  + Campers, CAs and staff are to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If a tissue is not available campers an staff are to cover their cough or sneeze with the inside of their elbow.
    - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available for staff and upper campers (ages 9 -12) who can safely use hand sanitizer.
* **Cloth Face Coverings**
  + **All staff are to wear**[**cloth face coverings**](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) **throughout the day (when engaged with other staff, CAs, campers and camper family members).** Face coverings may be challenging for campers (especially younger campers) to wear in all-day settings. **Campers and CAs must bring a cloth face covering to camp but are not required to wear one except under the following situations:**
  + Morning drop-off
  + Afternoon pick-up
  + Comingling situations where contact with other age groups predicates the use of a mask (e.g. sheltering indoors during thunderstorms)
  + Campers, CAs and staff should learn the [proper use, removal, and washing of cloth face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

[Cloth face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html) are meant to protect other people in case the wearer is unknowingly infected but does not have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html). Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

* **Adequate Supplies**
  + Hopwood will provide soap, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes and no-touch trash cans. **It is the responsibility of staff, CAs, campers and camper families to provide their own cloth face coverings.**
* **Signs and Messages**
  + Signs will be posted (e.g., camp entrances, eating areas, restrooms) that promote everyday protective measures and describe how to stop the spread of germs by [properly washing hands](https://www.cdc.gov/handwashing/posters.html) and properly wearing a cloth face covering.

**Maintaining Healthy Environments**

* **Cleaning and Disinfection**
  + Frequently touched surfaces will be [cleaned and disinfected](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) (e.g., playground equipment, door handles, sink handles etc.) within the camp facility at least daily or between use as designated **per the Cleaning and Disinfection addendum below**.
  + The schedule for cleaning frequently touched surfaces is **the Cleaning and Disinfection addendum below**.
  + Protocols for [safe and correct use](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) and storage of [cleaners and disinfectants](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) including storing products securely away from children will be followed. **Hopwood will use Fantastik all-purpose cleaner (active ingredient Quaternary ammonium / EPA 4822-530) which meets**[**EPA disinfection criteria.**](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)
  + Cleaning products will not be used near children. CAs and staff will ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
  + CAs and staff are required to use gloves while removing garbage bags or handling and disposing of trash. CAs and staff are required to [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after removing gloves.
* **Shared Objects**
  + Shared objects that are difficult to clean will be removed from the camp environment (e.g. dress up clothes and stuffed animals in lower camp).
  + Camper’s belongings must be separated from others’ and in individually labeled containers (e.g. backpacks, cubbies, or designated age group areas). Each camper must have the following personal items **clearly labeled** with their name and age group: back pack with personal items (e.g. full spare change of clothing, sunscreen etc), personal water bottle, personal lunch box, and personal cloth face covering.
  + Adequate supplies will be provided to minimize sharing of high-touch materials (e.g. art supplies or other equipment). Use of supplies and equipment that is used by more than one group of campers will be cleaned and disinfected between use as per the **Cleaning and Disinfection addendum below**.
  + Sharing of electronic devices, toys, books, and other games are discouraged (e.g. playing cards). Hopwood, by tradition, does dedicate a portion of certain days for reading / relaxation time. Campers are encouraged to bring their own book(s) or games for personal use. If a camper chooses to bring a book he/she must not share that book.
* **Ventilation**
  + Hopwood has installed new HVAC units in the school building. Weather permitting, the HVAC units will be off and doors / windows will be opened.
* **Water Systems**
  + Water fountains will be removed for the summer.
  + CAs and staff associated with an age group will assist campers with their water bottle (supplied by camper) refills at the water filling station.
  + The sport drink / water vending machine at middle / upper camp will be in use and will be cleaned as per the **Cleaning and Disinfection addendum below**.
* **Modified Layouts**
  + Seating (e.g. lunch and snack time) will be at least 6 feet apart when possible.
  + Lower campers’ naptime cots are assigned to individual children, are sanitized daily, and spaced out as much as possible. Lower campers will be arranged head-to-toe to ensure distance between their faces.
  + Hopwood has modified its outdoor activity schedule and activity locations to ensure social distancing can be maintained. **See Daily Schedule addendum.**
* **Physical Barriers and Guides**
  + The use of barriers and guides will not be used at Hopwood.
* **Communal Spaces**
  + Use of common eating areas and shared playground equipment will be staggered and [cleaned and disinfected](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html) between use **Cleaning and Disinfection addendum below**.
  + The [CDC’s considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html) will be followed as **per the Pools addendum below**.
* **Food Service**
  + Campers must bring their own lunch and morning snack and will eat with their age group in their designated area. The [safety of children with food allergies](https://www.cdc.gov/healthyschools/foodallergies/pdf/13_243135_A_Food_Allergy_Web_508.pdf) will be accommodated for each age group (e.g. peanut free tables, special afternoon snacks etc).
  + Disposable food service items (utensils, cups, paper plates) will be used for afternoon snacks (provided by Hopwood). All afternoon snack items will be dispensed by staff wearing gloves and cloth face coverings. Staff will [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) after removing their gloves.
  + “Homemade” food items for special events (e.g. birthdays, staff appreciation etc.) are NOT PERMITTED. Store purchased items (e.g. local supermarket, Dunkin’ Donuts, Philly Pretzel Factory etc.) are permitted.
  + Campers, CAs and staff may not share foods and utensils from home.

**Maintaining Healthy Operations**

* **Protections for Staff and Campers who are at Higher Risk of Severe Illness from COVID-19**
  + Seasonal staff at [higher risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) (including older adults and people of all ages with certain underlying medical conditions) are discouraged from working at Hopwood.
  + Campers at [higher risk for severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) are discouraged from attending Hopwood.
  + Hopwood staff and campers live in the local geographic area (e.g., community, city, town, or county) thereby reducing the risk of spread from areas with higher levels of COVID-19.
* **Regulatory Awareness**
  + If state or county guidance changes, Hopwood will amend these policies and procedures accordingly if needed.
* **Identifying Small Groups and Keeping Them Together (Cohorting)**
  + All campers in an age group will be considered a team and will move about campus from activity to activity as a team (e.g. SIXES, SEVENS etc.)
  + Age group teams will be broken into Alpha Team (A) and Bravo Team (B) at certain times of the day (e.g. lunch, swim time etc.)
  + Mixing between groups will be discouraged through scheduling.
* **Staggered Scheduling**
  + Scheduled / alphabetical Drop-off and Pick-up times will be implemented **per the Drop-off / Pick-up addendum below**.
  + In order to limit contact between campers, Hopwood has initiated a new daily schedule **per the** **Daily Schedule addendum below**.
* **Gatherings, Visitors, and Field Trips**
  + Hopwood will limit and or eliminate all nonessential visitors, volunteers, and activities involving external groups or organizations.
  + Hopwood has cancelled all field trips and will not host on-campus performances by outside entities.
  + Hopwood has modifyied sports and activities to reduce close contact within age groups.
* **Designated COVID-19 Point of Contact**
  + Lower camp point of contact: Heidi Geverd (Miss Heidi) 215-368-1135
  + Middle and upper camp point of contact: Mary Prichard (Miss Mary) 215-362-5110
* **Communication Systems**
  + Consistent with applicable law and privacy policies, staff and families must self-report by text, phone or email to the camp administrators if they have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19 (e.g., see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below)](https://www.hhs.gov/hipaa/for-professionals/special-topics/hipaa-covid19/index.html) and other applicable privacy and confidentiality laws and regulations.
  + Staff and families will be notified by either text, phone or email about camp closures or additional restrictions related to COVID-19.
  + Parents / guardians must add the following Hopwood numbers to their cell phone contacts: School office / Lower camp 215-368-1135 Barn office / Middle and Upper Camp 215-362-5110. Answering calls from either of these numbers is a priority, regardless of circumstance (e.g. business meeting, conference call etc.)
* **Leave (Time Off) Policies**
  + Hopwood seasonal staff is paid hourly and does not receive sick pay. Full time salaried staff will be compensated during sick leave.
  + Staff can return to camp after COVID-19 illness, following the CDC’s [criteria to discontinue home isolation and quarantine](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation) policies.
* **Back-Up Staffing Plan**
  + Absenteeism of campers and staff will be monitored. If a staff member is sick a replacement will be hired and trained accordingly.
* **Staff Training**
  + Staff and CAs will be trained on all safety protocols.
* **Recognize Signs and Symptoms**
  + Camper and CA parents / guardians are responsible for daily health checks (e.g., temperature screening and/or [symptom checking](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)) prior to drop-off. Hopwood will heath check staff and administrators in accordance with all applicable privacy laws and regulations.
    - Camp parents / guardians should use screening methods outlined in the section “Screen Children Upon Arrival” in the CDC’s supplemental [Guidance for Child Care Programs that Remain Open](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html) as a guide for screening their campers or CAs. Hopwood will use the CDC’s [General Business FAQs](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html) for screening staff.

**Preparing for When Someone Gets Sick**

* **Advise Sick Individuals of Home Isolation Criteria**
  + Sick Campers, CA’s and staff should not return to camp until they have met CDC’s [criteria to discontinue home isolation.](https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html)
* **Isolate and Transport Those Who are Sick**
  + Campers, CAs and staff should not come to camp, should notify camp administrators (Heidi or Mary) if they become sick with COVID-19 [symptoms,](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) test positive for COVID-19, or have been [exposed](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) to someone with symptoms or a confirmed or suspected case.
  + Campers, CAs or staff with COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (such as fever, cough, or shortness of breath) at camp must go home and or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for yourself or others](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html) who are sick.
  + The designated isolation room or area to separate individuals with COVID-19 symptoms is the school office. The camp administrators will use [Standard and Transmission-Based Precautions](https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html) when caring for a sick individual.
  + Family members or authorized persons to whom the camper or CA may be released are responsible for transportation to their home or healthcare facility. If an ambulance is required, they will be informed that the person may have COVID-19.
* **Clean and Disinfect**
  + Any area used by a sick person will be closed for 24 hours and [cleaned and disinfected](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
  + [Safe and correct](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html) use and storage proceedures of [cleaning](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) and disinfection products will be followed.
* **Notify Health Officials and Close Contacts**
  + In accordance with state and local laws and regulations, Hopwood administrators will notify the [Montgomery County Department of Health](https://www.montcopa.org/513/Public-Health), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act (ADA).](https://www.eeoc.gov/facts/pandemic_flu.html)
  + Hopwood administrators will advise anyone who may have had [close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html), and follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if symptoms develop.

Addendums:

**Cleaning and Disinfection Schedule**

Hopwood will use Fantastik all-purpose cleaner (active ingredient Quaternary ammonium / EPA 4822-530) to clean and disinfect unless otherwise noted.

Per CDC guidance [found here](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html):

Door knobs and door push bars – Will be cleaned and disinfected routinely throughout the day.

All hard surface tables – Will be cleaned and disinfected after each use.

Lower camp cots - Will be cleaned and disinfected once daily before use.

Playground equipment – High touch components of playground equipment (e.g. handrails) will be cleaned and disinfected once daily at the end of the day.

Commonly used equipment (e.g. sports equipment, wood working hammers etc.) – Will be cleaned and disinfected before each use.

Pool equipment – high touch components in the pool area (e.g. kick boards, rails etc.) - Will be disinfected once daily at the end of the day (sodium hypochlorite solution).

Wooden surfaces, sand and other natural surfaces – Will NOT be cleaned or disinfected.

**Drop-off and Pick-up procedures (WELCOME 1,2,3! / DISMISS 1,2,3!)**

A two-lane car line will be formed each morning and afternoon at the school parking lot per the schedule below. Parents and campers must wear a cloth face covering during drop-off and pick-up.

**WELCOME 1,2,3!**

Parents, camp administration and staff will assist campers from their vehicle to the front steps. Once the camper is inside they will be escorted to their age group counselor.

**8:00 am to 9:00 am**

Car line will operate alphabetically by last name regardless of age group:

WELCOME 1 / 8:00 – 8:15 A through I

WELCOME 2 / 8:15 – 8:30 J through Q

WELCOME 3 / 8:30 – 8:45 R through Z

**DISMISS 1,2,3!**

Camp administration and staff will assist campers to their vehicle from the front steps. Parents should remain with the care and attend to their camper once safely in the car. Hopwood staff is not permitted to secure children in a car seat.

**3:00 pm to 4pm**

Car line will operate alphabetically by last name regardless of age group:

DISMISS 1 / 3:00 – 3:15 A through I

DISMISS 2 / 3:15 – 3:30 J through Q

DISMISS 3 / 3:30 – 3:45 R through Z

**Rainy Day / Thunderstorm policy and procedures**

Hopwood has made the following decisions in relation to CDC guidance:

**LOWER CAMP**

Hopwood lower camp operates both indoors and outdoors.

Forecasted rain or severe weather of any kind - Camp will operate as scheduled.

**MIDDLE and UPPER CAMPS**

Hopwood middle and upper camps operate primarily outdoors. Under normal circumstances we modify our schedule during rainy days to include indoor activities (e.g. movie day etc).

Forecasted intermittent non-electrical showers – Camp will operate as scheduled.

Forecasted prolonged light rain – Camp will operate as scheduled.

Forecasted prolonged moderate rain – We ask that if you can, keep your child home. Under these conditions we would find it difficult to distance campers and avoid comingling between age groups. Tuition is not refunded.

Forecasted afternoon severe weather / thunderstorms – Camp will operate as scheduled, however, we ask that you pick up your child prior to the forecasted weather. Tuition is not refunded.

Forecasted prolonged heavy rain - We ask that if you can, keep your child home. Under these conditions we would find it difficult to distance middle and upper campers and avoid comingling between age groups. Hopwood reserves the right to cancel camp for the day under these conditions. Tuition is not refunded.

Unexpected “pop up” electrical storms / severe weather – Campers will shelter indoors across different buildings on campus. Every effort will be made to prevent comingling between age groups, however, sheltering from the immediate threat of severe weather will be our first priority.

**Pool procedures**

Hopwood has made the following decisions in relation to CDC guidance:

Because our revised schedule allots one hour of pool use per day per age group, there will not be any comingling issues in the changing rooms, in the pool or on the pool deck.

Free chlorine levels will be maintained between 3ppm and 5ppm. pH will be maintained between 7.4 and 7.6. Pools will be shocked weekly.

Pools will be monitored and maintained daily by an on-site certified pool operator and computer driven chlorinator / acid pumps. In addition to chlorine, broad spectrum germicides are added to the pool daily.

Pool chlorine, pH and fecal coliform levels will be tested weekly by an independent laboratory.