



Family Handbook 2021-2022

Addendum - Health & Safety Policies & Procedures

Our health & safety protocols and policies follow guidelines set forth by:

- Massachusetts General Law 105, Chapter 430 (MGL 105, CMR 430),
- COVID19 and other guidelines from the Massachusetts Department of Public Health (MDPH), and
- Orders from the Governor of Massachusetts.

As such, health & safety protocols and/or policies may only change with approval of our Health Care Consultant (HCC) and licensing body, the Marblehead Board of Health (MBOH).

.159(B)(2) Copy of Parent/Guardian Policy: Care of Mildly Ill Campers

Basic First Aid

All staff will be certified to conduct basic first aid on-site at Island Roots. All first aid activities will be logged by the HCS in the camp's Health Care Log.

Island Roots will notify guardians via text or phone in the event that their child received basic first aid at camp.

Emergency services

If anything more than basic first aid is needed for illness or injury, guardians (and emergency contacts) will be contacted either to:

1. Pick up the child so the child can receive necessary care, or
2. That child is being transported to an emergency medical facility and which staff member is accompanying them.

Permission to transport a child in an emergency will be given on camper forms and camper will be transported to Salem Hospital, unless otherwise noted on their Emergency Care and Consent form or if another location is determined by arriving emergency personnel.

In the event of emergency, emergency response procedures will be initiated prior to alerting guardians/emergency contacts. If transport is needed, one staff member will accompany the camper in the ambulance (if permitted) or will follow behind in their personal vehicle. The camper's complete medical file will accompany the camper, so emergency personnel will have all applicable information.

Ambulance services will be activated by calling 9-1-1 and as determined by dispatch.

Daily Health Supervision

Island Roots will at all times have a Health Care Supervisor on-site to manage Daily Health operations. Island Roots staff will all hold valid First Aid and CPR with AED certifications. As a Licensed Training Provider, Island Roots will conduct on-site training for this certification for any/all staff who do not hold certifications that would remain valid through the summer camp season.

Name of designated on-site camp Health Care Supervisor: Thomas Phillips McEnenay

Names of additional HCS: Jessie Stephens, Alexander Regan



Island Roots Camp Group, LLC.
Rev. 3/2021

Health Care Consultant: Island Roots also has a Health Care Consultant (HCC) who assists with the development and review of all health and safety policies and procedures, as well as consults with the camp as needed on health and safety items..

HCC name: Kelly O'Connell, P.A.

Address: Marblehead, MA, 01945

Phone/Email: klshea@gmail.com

Management and Prevention of Infectious Diseases

This section provides information about ways we can all minimize illness and infection for ourselves and others at Island Roots and in our community. We will continue to follow the same guidelines as outlined for everyone:

1. **Mask use** and **social distancing** (including limiting interactions between groups of people),
2. Frequent **hand washing** and **cleaning** protocols, and
3. **Staying home when sick/when advised** and returning to school/work when appropriate.

Specific policies and procedures for Island Roots are:

1. **a. Mask Use:** all persons over the age of 2 must wear face masks while at Island Roots. Participants should wear a clean mask to Island Roots and should have at least 1 extra clean mask with them at all times. *Island Roots has disposable adult and children's masks for use in the event that one is needed. The only times when masks are not required are:*
 - a. When one individual (or more than one, *only if* members of the same household) is in the *mask break room*.
 - b. When spaced at least 6' apart from others (more than one member of the same household may be closer than 6' to one another), sitting or standing in a designated area, while eating and/or drinking.
- b. **Social Distancing:** when possible, individuals will maintain social distancing of at least 6'. To assist with social distancing, staff will provide clear instructions for participants during activities, markers will be used to indicate distances at stationary activities, and other cues will be given, as needed.

The only exceptions to this rule are:

- c. siblings/members of the same household may be seated closer than 6' apart from one another
 - d. Participants in the same group may complete activities within 6' of one another, but not for longer than 14 minutes within a 24 hour period. Touching will not be allowed.
 - c. **Minimizing interactions of different groups of individuals:** at all times Island Roots will be mindful of group interactions, individual schedules, etc. and will implement protocols accordingly in line with current state and local orders/regulations. Each group will maintain social distance from other groups. Personal items will also be stored at least 6' from the items of others.
2. **a. Frequent Handwashing:** Island Roots participants will wash their hands with soap and water or use hand sanitizer at least at the following times:
 - a. When entering Island Roots,
 - b. After touching their face, mask, or trash,
 - c. Before eating, drinking, or handling food,
 - d. After eating, blowing one's nose, and using the restroom.
 - b. **Cleaning Protocols:** At the beginning and end of each program day, Island Roots staff will clean and disinfect the premises as follows:



Island Roots Camp Group, LLC.

Rev. 3/2021

- a. Hard surfaces (including: tabletops/desktops, chair seats and backs, doorknobs, light switches, shelves, etc.): will be cleaned using mild cleansers and paper towels/wipes. They will be disinfected using an EPA approved disinfectant on the List N (disinfectants that kill COVID19) following appropriate instructions for disinfecting. We will also sanitize with a UVC light wand, following use instructions.
 - b. Soft items (including chairs, rugs, carpets, etc.): these items will be limited to reduce the need for cleaning. When in use, soft items will be spot cleaned, as needed. Rugs/carpets will be cleaned via vacuum at least daily. Island Roots will sanitize soft items with a UVC light wand, following use instructions.
 - c. Indoor Air: in addition to a functioning HVAC system, Island Roots uses air purifiers rated for the square footage of our space. They are on and running at all times during the program.
3. a. **Staying home when sick**
- a. **Daily Student Checklist:** Prior to attending Island Roots, guardians must be sure they and their child can attest to all statements on the Marblehead Public Schools Daily Student Checklist. This list is posted on the outside of our door and in our sign in/out binder visibly as guardians arrive. As noted in the daily checklist, participants must adhere to current guidelines and the advise of their healthcare professionals, especially in regards to:
 - i. Close contact: if a participant has been in close contact with someone who has tested positive for COVID19 or who is suspected of having COVID19, the participant must follow current guidelines and protocols. They must notify Island Roots of their status and any updates, so that we can assist the local board of health in any necessary contact tracing efforts.
 - ii. Symptoms of illness: if a participant displays symptoms of illness, they must remain out of Island Roots until they produce a negative PCR test result or have quarantined for 10 days after the onset of symptoms.
 - iii. Positive COVID test result: if a participant receives a positive result, they must remain out of Island Roots for as long as advised per the local Board of Health (usually 10 days after the positive result AND at least 72 hours after symptoms have stopped, if symptomatic).
 1. It is essential for families to notify Island Roots of their COVID positive or close contact status. This enables us to effectively assist the local board of health in contact tracing efforts, as well as follow best practices in regards to cleaning and sanitizing at Island Roots post exposure.
 - iv. Travel: participants and family members are required to follow all state guidelines regarding travel. (*see also updated guidance below*)
 1. We strongly encourage families not to travel until it is safer to do so, but we understand that may not be possible for all families. Therefore, we ask that you are mindful of current travel orders and restrictions.
 2. Participants who travel out of state must produce their own or a parent's negative PCR test or self-quarantine for the required timeline prior to returning to Island Roots.
 3. Fully vaccinated parents may produce evidence of immunity in lieu of quarantine/PCR test results after travel.
 4. **Visual Checks:** upon arrival and throughout the day, Island Roots staff will monitor and observe students for signs of illness. If a child shows signs of illness, Island Roots staff will:



Island Roots Camp Group, LLC.

Rev. 3/2021

- a. Have the child move to the isolation room with their belongings.
- b. Don protective gear and take the child's temperature,
- c. Note symptoms, time and date of onset, temperature and any other relevant notes,
- d. Call guardians (and emergency contacts if guardians cannot be reached) for immediate pick up.

During this time, other staff will clean and disinfect the spaces used by the child that day. As needed, other children will be moved to a different room while cleaning takes place and will return when done (following guidelines and instructions of cleaning agents and best practices in the school setting).

5. Returning to Island Roots after illness or quarantine: *(see also updated guidance below)*

- a. Staff and/or participants who are away from Island Roots as a result of illness or quarantine must return only if/when ALL of the following conditions have been met:
 - i. A negative PCR test result is submitted to Island Roots, and
 - ii. They are asymptomatic for at least 72 hours prior to returning, or they have been cleared by their medical professional to resume normal activity, and
 - iii. They have not been in close contact with a positive case after having met the above criteria.

.159(B)(2) Copy of Parent/Guardian Policy: Administration of Meds

1. Medication Administration. Island Roots will only administer prescription and non-prescription medication when the following criteria have been met:

- a. Island Roots has a doctor's order for medication, including medication name, dosage, timing, and reason for giving,
- b. Island Roots has an Individual Health Care Plan (IHCP) developed by the child's physician (and/or with the child's physician and parents/school),
- c. Island Roots has a Medication Consent Form signed by guardian,
- d. Medication is given to Island Roots in its original packaging with prescription information included and is not expired,
- e. The necessary reasons for medication administration occur.
- f. Prescription and non-prescription medication may only be administered by Island Roots if the above criteria have been met, as well as:
 - i. Medical provider clears the child for attendance while taking medication.

Island Roots will not administer the first dose of *any* medication, except under extraordinary circumstances and only with parental permission.

2. Documentation: When administering medication, Island Roots will follow instructions set by the participant's guardian and/or healthcare provider, as approved in the participant's Individual Health Care Plan. Additionally, Island Roots will maintain a Medication Administration Log including:

- a. Participant name,
- b. Name of the medication,
- c. Dosage,
- d. Time and method for administration, and
- e. Name of the person who administered the medication.

3. Medication Storage

- a. Emergency medication will be kept by Island Roots staff in an Emergency Bag and will remain near the child at all times.
 - i. When applicable, a second emergency medication will be stored in the Health Care Office.



Island Roots Camp Group, LLC.

Rev. 3/2021

- b. Non-emergency medication will be stored in the Island Roots Health Care Office, in a locked filing cabinet.
 - c. Unused, outdated, and discontinued medications will be returned to the guardians by Island Roots. At the guardian's request, Island Roots will dispose of the medication at an FDA approved Drug Take-Back Site (i.e., Walgreens in Swampscott).
 - d. Medication requiring refrigeration will be stored in a medication box on the top shelf of the refrigerator in the kitchen at Island Roots. If medication needs to be kept with the child, then parents will be asked to provide a cooler with appropriate cooling mechanisms (i.e., ice packs) for use when the child is present.
4. **Expiration Tracking/Proper Dosage Availability:** Island Roots will avoid issues of expired medications or not having complete dosage in the following ways:
- a. Upon entry into the program, medication will be logged and expiration dates noted.
 - b. Expiration dates will also be added to our Medication Calendar, an internal document, which includes reminders 30 days, 2 weeks, and 3 days prior to medication expiration.
 - i. As reminders are received by Island Roots leadership, notifications will be sent to guardians until medication has been replaced.
 - ii. Emergency medications: In the event that medication has not been replaced prior to its expiration, and with appropriate notification to guardians sent, including reminders, then participants will not be able to return to the program until medication has been provided.
 - iii. Non-emergency medications: In the event that medication has not been replaced prior to its expiration, and with appropriate notification to guardians sent, including reminders, then Island Roots will not administer medication until a non-expired medication has been provided.
 - c. Any medication given will be logged and dosages checked so that participants do not return until adequate available dosages, labeled with original prescription, are available for program use.
 - d. In the event that medication cannot be administered for any unforeseen reason, Island Roots will contact guardians and emergency contacts in the order they are listed on participant forms.

Procedures for using Insect Repellent and Sunscreen/Sunblock

Parent/Guardian permission will be granted prior to attendance at camp. Campers will apply sunscreen/sunblock/insect repellent in line with product instructions under staff supervision and with assistance from staff, as needed (for campers with written permission for assistance). We ask families to apply these items one prior to the camper's arrival at the beginning of the day.

Sunblock/Sunscreen: Reapplication will occur at least once every 2 hours, before and after water activities, and more often if indicated on product instructions.

Bug Repellent: Reapplication will occur if indicated that reapplication is needed per instructions.

On camp days when it is raining or campers will otherwise be indoors, sunblock/sunscreen will not need to be applied prior to arrival at camp. Because Island Roots aims to be outside, even on rainy days, use of insect repellent is encouraged daily.

Procedures for Conducting Tick Checks

On days when participants are outside, tick checks will be conducted by campers on themselves, and with staff assistance (for campers with written permission for assistance). Please see the enclosed Tick Check poster for procedural instructions.



Allergy Awareness

All staff will receive allergy awareness training separate from their First Aid and CPR with AID training. This will include:

- Review of camper files for campers in their assigned groups,
- Information on the body's response to allergens, including mild to moderate responses and severe responses, such as anaphylaxis.
- Review of medications on-site, as well as emergency allergy medication such as epi-pens, benadryl, etc.
- Common allergens at camp and how to avoid them.
- Safe eating practices for campers with food allergies.

Additionally, all staff will have access to current session allergy information, which will include a list of campers who have severe allergies and their Individual Health Care Plans in case the staff member is needed to respond to an allergy situation.

3/12/21 New MDPH Guidance re: Quarantine and Travel for Fully Vaccinated Individuals:

Quarantine Guidance for FULLY VACCINATED INDIVIDUALS

- Individuals who have received either 2 doses of Moderna or Pfizer, or 1 dose of Johnson & Johnson COVID 19 vaccine, **and are at least 14 days from their vaccine date, who do not have symptoms, are not required to Quarantine following an exposure to a positive COVID 19 case.**

- Individuals who have had COVID 19 in the last 90 days (from day of symptom onset or day of first positive test if asymptomatic) are not required to quarantine if they are exposed to a positive case as long as the exposure is not more than 90 days from when they were positive **and** they do not have symptoms.

Vaccinated individuals will need to share their vaccination documentation with dates in order to be safely exempt from quarantine. This will only apply to students over the age of 16 who receive Pfizer or over the age of 18 who receive Moderna vaccine and any adult staff.

Travel Guidance for FULLY VACCINATED INDIVIDUALS:

- Individuals who have been *completely* vaccinated for COVID 19 with either 2 doses of Moderna or Pfizer, or 1 dose of Johnson & Johnson COVID 19 vaccines, **more than 14 days ago, and do not have symptoms, do not need to obtain a negative PCR test prior to traveling to, or quarantine upon arrival to, Massachusetts.**

- Individuals arriving in Massachusetts must have documentation of their vaccination(s), including the date(s) of administration, available when asked.

- *This exception does not include COVID 19 recovered individuals who have symptoms of COVID 19, who must follow all testing and quarantine guidance outlined in the travel rules.*

- Individuals who have had COVID 19 in the past 90 days (from day of symptoms onset or day of first positive test if asymptomatic) will not need to travel test as long as they were positive for COVID 19 within the last 90 days from their date(s) of travel. These individuals will need to show proof of their positive COVID 19 diagnosis with dates included to use this travel exemption.

- **Participants under the age of 10 with parents who are fully vaccinated: parents will need to share**



Island Roots Camp Group, LLC.

Rev. 3/2021

documentation of their vaccination(s) including the date(s) with our program, in order for their participant to be exempted from COVID 19 PCR testing to return to programs after travel.

These new guidelines can be found on the [mass.gov](https://www.mass.gov) website under COVID 19.

<https://www.mass.gov/covid-19-vaccine>

Below is taken from

<https://www.marblehead.org/sites/g/files/vyhlf4661/f/uploads/casereporting51.pdf> on 3/17/2021

COVID19 Vaccination FAQs

Do I have to follow the Travel Order if I have received a COVID-19 vaccine?

Persons Who Have Been Completely Vaccinated for COVID-19: Individuals who have received two doses of either the Moderna or Pfizer COVID-19 vaccines OR who have received a single dose of the Janssen vaccine, more than 14 days ago and who do not have symptoms, do not need to obtain a negative test prior to traveling to, or quarantine upon arrival to, Massachusetts. COVID-19 vaccinated individuals arriving in Massachusetts must have documentation of their vaccination(s), including the date(s) of administration, available if asked. This exception does not include vaccinated individuals who have symptoms of COVID-19, who must follow all testing and quarantine guidance outlined in the travel rules

Do I still have to quarantine after I've been vaccinated if I am identified as a close contact to someone with COVID-19? If you have gotten two doses of the Moderna or Pfizer COVID-19 vaccines or one dose of the Janssen (Johnson & Johnson) COVID-19 vaccine more than 14 days ago, you are not required to quarantine following an exposure.

Do I need to wear a mask and avoid close contact with others if I have received two doses of the vaccine? Yes. While experts learn more about the protection that COVID-19 vaccines provide under real-life conditions, it will be important for everyone to continue using all the tools available to us to help stop this pandemic, like covering your mouth and nose with a mask, washing hands often, and staying at least 6 feet away from others. Together, COVID-19 vaccination and following CDC's recommendations for how to protect yourself and others will offer the best protection from getting and spreading COVID-19. Experts need to understand more about the protection that COVID-19 vaccines provide before deciding to change recommendations on steps everyone should take to slow the spread of the virus that causes COVID-19. Other factors, including how many people get vaccinated and how the virus is spreading in communities, will also affect this decision. (source: Frequently Asked Questions about COVID-19 Vaccination | CDC as of 12/21/20)

When can I stop wearing a mask and avoiding close contact with others after I have been vaccinated? There is not enough information currently available to say if or when CDC will stop recommending that people wear masks and avoid close contact with others to help prevent the spread of the virus that causes COVID19. Experts need to understand more about the protection that COVID-19 vaccines provide before making that decision. Other factors, including how many people get vaccinated and how the virus is spreading in communities, will also affect this decision. (source: Frequently Asked Questions about COVID-19 Vaccination | CDC as of 12/21/20)