New York Forward Safety Plan
Updated: July 17

This document will be updated as Trail Blazers prepares to open Brooklyn Day Camp 2020. As the situation continues to evolve, we will always abide by the requirements set forth by the New York State Health Department as well as the CDC. We will share new updates with you weekly.

Purpose
Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. This plan does not need to be submitted to a state agency for approval but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State’s industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your businesses has been operating as essential, please refer to ESD’s Essential Business Guidance and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

I. PEOPLE
A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
● Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

Drop Off & Pick Up
● Each small group will have a unique location within the park for drop off and pick up. Groups will never gather with other small groups.
● All parties will be required to wear masks throughout the drop off and pick up process.
● Only one adult will be permitted to approach the group for drop off or pick up. Other family members should remain away from the camp group at all times.
● Campers and their authorized adult will need to remain 6 ft away from the group until the screening process is complete.
● Staff will sign campers in each morning.
● Sign out will require parent signature. Materials will be sanitized between each use.
● Campers will use hand sanitizer upon arrival and departure each day.
● Backpacks will be sanitized at drop-off every day.

Bathrooms
● Campers will be required to wear masks when entering restroom facilities.
● One camper will be permitted to enter a restroom at a time.
● All other campers needing to use the restroom will queue outside of the facilities maintaining 6 ft of space from one another.
● Campers and staff will be required to wash hands thoroughly for at least 30 seconds after use. Campers will be taught camp songs that are 30 seconds.
● In addition to handwashing, staff and campers will use hand sanitizer after leaving the restroom facilities.

Meal Times
● Campers will bring lunch and snack from home - Trail Blazers will not provide any meals. No food sharing will be permitted.
● Campers will use alcohol-based hand sanitizer before and after meals.
● Campers will be seated with at least 6 feet of distance during lunch and snack times.
● All meals will be eaten picnic-style outdoors.

Group Activities
● Camp groups will consist of 8 campers and 2 staff members. Campers and staff members will stay in one group for their full week at camp.
● Camp activities will be facilitated entirely outdoors.
● Groups will facilitate activities in outdoor spaces where social distancing of more than 6 ft can occur.
● Each camper will have their own kit of supplies to be kept in a sealed container within their backpacks.
• We have eliminated large group camp activities. Campers will only engage and interact within their own small groups.

How will you manage engagement with customers and visitors on these requirements (as applicable)?

• These requirements will be listed explicitly on our website, as well emailed to all participants. Enrolled families will be required to sign off indicating that they received these protocols and will adhere to them.
• Visitors to the program will not be permitted.
• Visitors to the administrative office will only be allowed at 394 (masks, 6 feet). (office hours)

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

• We have limited the number of campers within each group. Each group will have consistent leaders that do not interact with other camp groups or staff.
• All staff will be assigned to a cohort of no more than 10 employees. All necessary staff gatherings will take place in cohorts. Cohorts will never be combined.
• Staff and campers will be screened upon arrival to camp each day. See Screening Protocol under Processes for more details.

II. PLACES
A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

• Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
• Employees will be required to wear face coverings anytime they are with children. When not with children, they will be required to wear face coverings when indoors or within 6 feet of another person.
• Campers are required to bring their own mask. We will have disposable masks available as needed if a mask is lost or forgotten.
• Campers are not required to wear masks unless they are entering a public restroom, during transitions, or they cannot avoid being within 6 feet of another group.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

• Each employee will be given 3 reusable face coverings, to be washed daily after use.
• We will have packages of disposable face coverings available as needed, when reusable coverings are soiled or not available. Disposable coverings will be purchased from our bulk supplier.
• Campers are required to bring their own face coverings each day. We will have disposable coverings available as back-up.
Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- Each employee will be required to wear a fresh face covering and clean uniform shirt every day.
- Soiled or damaged face coverings will be placed in a sealed bag and discarded in waste receptacles.

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

- Employees will not share any items. All materials used by employees over the course of day - pens, binders, first aid kits, etc., will be assigned to the employee for the duration of the season and will be labeled with the employee’s name. All materials will be sanitized at the end of each day.
- If groups use a shared space within the park, for example a picnic table, the surface will be cleaned and sanitized before and after use with disinfectant.
- Due to the outdoor nature of the program, there will not be shared indoor spaces or commonly used surfaces.

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.
- Provide training to all employees on proper sanitation protocols prior to the start of the program.
- Minimize the sharing of materials. Each employee will be assigned their own individual supplies, and campers will be assigned their own kit of supplies, to be stored in their individual backpacks.
- Require all employees, campers, and visitors wash their hands or use an alcohol-based hand sanitizer upon entering and departing the program, before and after meals, after using the restroom, between every activity, and after handling shared materials or surfaces.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- The program director will oversee the cleaning logs. Each group leader will have a daily cleaning log stored in their binder, to be turned into the program director at the end of the day.
• There will be no shared spaces that require cleaning. At the end of every day, group leaders will be responsible for cleaning the materials they used during the day.

Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?
- Every employee will be equipped with a bottle of hand sanitizer to carry on them at all times. Every public bathroom will be equipped with running water and hand soap.

Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?
• Employees will sanitize all program materials daily and submit cleaning records to their supervisor.
• The Camp Director will review cleaning records and ensure all cleaning protocols are followed.
• All camper supplies will be assigned to individual campers and will not be shared. They will be cleaned at the end of every week by the group leaders.
• If groups use a shared space within the park, for example a picnic table, the surface will be cleaned and sanitized before and after use with disinfectant.
• Groups will not use public playgrounds while at the park.

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

• Appropriate signage will be created and posted in conspicuous places in all offices, including near each entrance and within each bathroom.
  o Proper hygiene
  o Hand washing (bathroom) or this one
  o Social distancing
  o Appropriate use of PPE -- face covering or this face covering
  o Cleaning and disinfection protocols
  o Series, inclusive of above
Signage will also be reduced to a one-page document and laminated to the front inside cover of all staff binders, to be carried by staff at all times. This one page sign will include information on the following (most specific protocols are listed above):

- **Hygiene**
  - Handwashing (how, frequency, use of hand sanitizer)
  - Coughing
- **Social distancing**
  - Six feet from all who are not in group
- **PPE use**
  - Staff at all times when with campers
  - When not with campers, but within six feet of others
- **Cleaning/disinfecting protocols**
  - When in contact with shared objects or frequently touched shared surfaces, wear gloves or sanitize hands before and after

Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

- Employees, visitors, and parents will be notified using the following method(s):
  - **Employees**
    - **Camp staff**
      - Daily Slack updates from director, including if no change
      - Morning staff meetings, reinforcing Slack update
      - Weekly email update from director and/or program director
    - **Office staff**
      - Daily Slack updates from administrative team, including if no change
  - **Visitors (office) -- may only enter 397 office**
    - Signage at door indicating requirements for entry
      - Face coverings required
      - Hand sanitizer at entrance that must be used
      - Contact with employees will be limited
    - Signage at door to be updated as warranted
  - **Parents**
    - Remind app required - either download app or get through text
    - Daily email updates from director and/or program director, including if no change (we are operating, we are not -- daily)

Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

- Employees must sign in upon arrival to the office and sign off upon EOD departure.
Camp staff who spend the majority of their workday in the field must sign in/out upon arrival at the office in the morning (if applicable), and in/out again at their end of day arrival (if applicable).

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- The paper logs will be kept on the reception desk of 397 and the bar table by the entrance of 394. They will be managed by the office manager; in the event of absence, they will be managed by his/her designee.

If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

- If an employee tests positive:
  - the director of operations will notify state and local health departments.
  - the director of programs will review staffing schedules to determine which employees have been in contact with the individual who has tested positive, and communicate with those employees via email.
  - the director of programs will communicate with parents whose children have been in contact with the employee who tested positive via email.

An email will be sent out to families in the event that a child or staff member in their group or another group has a confirmed positive case. A separate email will be sent to families in the event that the family member of a camper/staff member tests positive.

III. PROCESS
A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?
Both campers and staff will be screened daily using a touchless thermometer and a health screening questionnaire at the start of the day. This information will be stored in a digital log. The screening questions are as follows:

- Has the camper/staff had a fever above 100.4°F in the last 24 hours, or at any time in the last 2 weeks?
- Has the camper/staff exhibited COVID-related symptoms in the last 24 hours, or at any time in the last 2 weeks? Symptoms include: cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting.
- Has the camper/staff traveled to Alabama, Arkansas, Arizona, Delaware, Florida, Kansas, North Carolina, Oklahoma, South Carolina, Utah, Texas, or internationally in the past 2 weeks?
- Has the camper/staff had close contact with a person who has been diagnosed with, tested positive for, or quarantined as a result of COVID-19?

Training on these procedures is done by senior staff and Camp Directors.

If a camper or staff member answers YES to any of the screening questions, or has a temperature above 100.4, they will be required to leave immediately.

- Staff will be required to present a negative covid test before they are permitted to return to work.
- Campers may return to the program after presenting a negative covid test or quarantining for a minimum of 2 weeks.

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

- PPE is provided to the employees at no cost to them.
- PPE supplies ordered from our supplier - PPP made available on site by Team Supervisor who distributes to team members.

B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

- We will not test for COVID.
- Staff member will only have been in office space, where children will never be. All programs take place outside.
- Contract tracing plan:
  - Staff or visitors will sign in and out each time they visit the office.
  - Attendance records record staff and campers
• Office closed immediately and cleaned as per CDC protocol
• Products used for office
  ○ Bleach solution

In the case of an employee or child testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

• If a camper or staff member does not pass the screening process but they have not presented a positive covid test - meaning they have a fever or they answered YES to a question - All group members will be notified.
• If a camper or staff member has a positive covid test - Every member of the group must present a negative covid test or quarantine for 2 weeks before returning.
• If a household member has a positive covid test, the related camper or staff must present a negative covid test or quarantine for 2 weeks before returning.