



## **Trail Blazers Day Camp Safety Plan - 2021** **Based on NY Forward Safety Plan template**

*Updated: April 27, 2021*

### **Purpose**

Our goal for summer 2021 is to offer a safe and exciting day camp for any child who wants to attend and whose parents permit them to attend. We will build off of our experience running a safe and fun camp program in 2020, and expand or change protocols based on updated guidance from the American Camp Association, the NYS Department of Health, and the CDC. This Safety Plan will be given to all staff and participant families, and will be updated as regulations and guidance changes. This plan will be made available to the NYS DOH or local health or safety authorities at their request.

This safety plan will be distributed to staff members and participants, and will be posted on our website. Staff and participants will be required to sign off that they received these protocols and will adhere to them.

### **Camp Dates**

- June 28 - July 2 (Prospect Park location only)
- July 5 - July 9
- July 12 - July 16
- July 19 - July 23
- July 26 - July 30
- August 2 - August 6
- August 9 - August 13
- August 16 - August 20
- August 23 - August 27

### **Program Structure**

#### **General Program Information**

- Each "smallcamp" group will be made up of no more than 10 campers and 2 group leaders, plus a floating group leader that supports 2 groups. These campers remain consistent throughout the week.
- The makeup of the group will change week to week depending on enrollment. Campers who attend multiple weeks will always be placed in the same group, regardless of whether they attend consecutive weeks or their weeks are spaced out.
- As much as possible, staff will remain in consistent groups throughout the summer.

- Smallcamp groups operate as independent camps. Groups will never be in close proximity with other groups.
- Camp activities will be facilitated entirely outdoors.
- Visitors to the program will not be permitted.
- **All staff members will be fully vaccinated as a condition of employment.**
- We will not test for COVID.

### **Drop Off & Pick Up**

- Each small group will have a unique location within the park for drop off and pick up.
- 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.
- 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**

- 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.

### **General Activities**

- 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. These kits will not be shared.
- 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.

### **Trips and Events**

- Each week will include an expert visit or open air trip.
- The only trips scheduled during the summer will be outdoor venues accessible via walking or ferry (Brooklyn Bridge Park only)
- A minimum ratio of 3 staff to 10 campers is required for all trips.
- Trip schedules are subject to change during the summer, based on appropriate venue availability and CDC/NYS DOH guidelines, as well as our assessment of whether each trip can be done in accordance with our safety standards.
- Unlike summer 2019, there will be no swimming trips this year.
- Unlike summer 2019, there will be no trips to the Mashipacong camp property this year.

## Safety Protocols

### Masks

- Staff and campers will be required to wear masks at all times. Mask breaks will be scheduled throughout the day.
- Campers will be required to bring two clean masks to the program each day. Staff will have extra masks available.
- Packages of disposable face coverings will be purchased from our bulk supplier and available when reusable coverings are soiled or not available.
- Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared, and will be properly stored or discarded.

### Social Distancing

- Each smallcamp group will maintain a minimum of 6 feet of distance from other individuals and groups in the park.
- Campers within a smallcamp group will not be required to maintain 6 feet of distance among themselves or their staff.
- Camp staff will maintain 6 feet of distance between each other, unless safety or core function of the work activity requires a shorter distance.
- Indoor spaces will be used infrequently during the regular camp day, only in cases of severe weather.

### Aftercare

- Indoor spaces will be used daily for aftercare. This time is largely unstructured.
- While indoors, staff and campers will engage in hands-on experiments, crafts, play, and exploration.
- Groups will be able to maintain 6 feet of distance from other groups at all times.
- Campers and staff will be required to wear masks at all times.
- Ventilation systems are in place at all locations, and are serviced regularly according to the system's maintenance schedule.
- As much as possible, doors and windows will be kept open for ventilation.
- All smallcamps will meet in their own program space, separate from other groups.
- Campers will use their personal program supply kits for aftercare activities. If shared materials or spaces are used (ie tables), they will be sanitized between uses.

- Pick up and drop off will occur outside. No parents or visitors will be allowed in the indoor space. Parents will receive site-specific instructions on how to notify staff that they have arrived.
- Social distancing markers of tape or signs that denote 6 ft. of spacing will be in commonly used areas on the site (i.e. space used for check in/check out, line to the bathroom)

### **Staff Grouping**

- Pre- and in-season training will entail a hybrid of virtual and in-person events.
- 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.
- 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.

### **Staff Use of PPE and Materials**

- All staff members will be fully vaccinated – this is a requirement for employment.
- Each employee will be given 3 reusable face coverings, to be washed daily after use.
- Each employee will be required to wear a fresh face covering and clean uniform shirt every day.
- 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.

### **Hygiene and Cleaning**

- All employees will receive training on proper sanitation protocols prior to the start of the program.
- We will adhere to hygiene and sanitation requirements from the CDC and NYS DOH.
- Team supervisors will oversee cleaning logs, which will document date, time, and scope of cleaning. These logs will be kept digitally by group leaders and checked daily by team supervisors.
- All employees and campers will 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.
- 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.
- 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.

### **Communication**

- A one-page document detailing health and safety protocols will be laminated and kept in the front inside cover of all staff binders, to be carried by staff at all times. It will include information on the following:
  - *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*
- Employees and parents will be notified of safety protocol and program updates using the following method(s):
  - Employees - daily Slack updates
  - Parents - use of Remind for daily communication. This app will be required, and can be downloaded or accessed through text messages.

## Contact Tracing

- For the majority of camp staff in general, there should be no need to visit the administrative office on Rogers Avenue. In the rare event where this is required, staff must sign in upon arrival to the office and sign off upon EOD departure.
- A digital log of all office visitors will be kept.
- If an employee tests positive for COVID-19:
  - 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.
  - if the employee has been in the administrative office, these offices will be closed until they are professionally cleaned.

## Daily Health Screening and COVID Case Communication

- Both campers and staff will be screened daily. This information will be stored in a digital log.
- Training on these procedures is done by senior staff and Camp Directors.
- Staff members and parents of campers will be required to complete a pre-screening questionnaire before arrival at work/the program. This information will be stored digitally. Their temperature will be taken upon arrival using a touchless thermometer.
- Screening questions are updated based on CDC guidance. They include:
  - Have you experienced any of the following symptoms in the past 48 hours:
    - fever or chills
    - cough
    - shortness of breath or difficulty breathing
    - fatigue
    - muscle or body aches

- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- Diarrhea

**IF YES: You may only return to the program when symptoms have subsided for over 48 hours.**

- Have you been in close physical contact in the last 14 days with:
  - Anyone who is known to have laboratory-confirmed COVID-19?
  - Anyone who has any symptoms consistent with COVID-19?

**IF YES: You must follow [CDC instructions](#) to determine when and for how long to quarantine.**

- Have you traveled in the past 10 days? Travel is defined as any trip that is overnight AND on public transportation (plane, train, bus, Uber, Lyft, cab, etc.) OR any trip that is overnight AND with people who are not in your household.

**IF YES: You will be required to follow CDC guidelines for [domestic travel](#) or [international travel](#)**

- If a camper or staff member tests positive for COVID-19:
  - **The camper or staff member must follow [CDC guidelines for isolation](#).**
  - All members of the camper/staff members group must quarantine for 10 days, OR receive a negative COVID test administered at least 5 days from exposure, in which case they may return in 7 days.
- If a member of a camper or staff member's household tests positive for COVID-19:
  - The related camper or staff must present a negative covid test or quarantine for 2 weeks beginning after the household member meets the criteria to end home isolation before returning.
  - In this case, all group members will be notified.