



Trail Blazers Day Camp Safety Plan - 2021
Based on NY Forward Safety Plan template
Updated: August 3, 2021

Purpose

Our goal for the 2021-2022 school year is to offer a safe and exciting school program for any child who wants to attend and whose parents permit them to attend. We will build off of our experience running safe and fun school and camp programs in 2020 and 2021. We actively expand or change protocols based on updated guidance from the NYS Department of Health, the CDC, and the Department of Education. 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 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.

About Trail Blazers School Programs

Trail Blazers After School offers holistic and innovative after school programming to elementary school students throughout New York City to promote critical thinking and a sense of wonder for the world around us. Our program is carefully designed to deliver exciting experiences that help children (we refer to our participants as “campers”) grow in their social emotional capabilities. Our goal is to offer a strong supplement to the school day, not simply a child care program.

Trail Blazers after school program takes place both indoors and outdoors. During this time, staff and campers engage in hands-on experiments, crafts, play, and exploration. This program requires employees and participants to be in close proximity to other individuals throughout the duration of the program. The following are measures we will take to ensure their safety:

General Safety Protocols

Staff-Specific Policies

- All staff members will be fully vaccinated as a condition of employment, unless they have a medical or religious exemption.
- Staff members will undergo routine testing as per DOE requirements. This may include vaccinated or unvaccinated staff.

- Staff will agree to and sign off on social distancing and safety measures outside of work before beginning their employment with us.
- Staff members will be required to complete a pre-screening questionnaire before arrival at work/the program.
 - Questions will include symptom screening, information about recent travel, and information about recent contact with COVID-positive individuals.
 - Screening questions are updated based on CDC guidance. This information will be stored digitally via a secure 3rd party app (LiveSafe). Staff will be required to download and use this app daily.
 - Staff must present the results of their screening to their supervisor at the start of their shift.
- Staff will not be penalized for missing work due to COVID symptoms or diagnosis.

Masks

- Staff, campers, and other adults will be required to wear masks 100% of the time while indoors.
 - Depending on school and DOE protocol, campers will be permitted to go maskless during outdoor activities.
 - Staff are required to wear masks 100% of the time during the program, both indoors and outdoors.
- Campers will be required to bring two clean masks to the program each day. Staff will have extra masks available.
- Staff will be supplied with 3 reusable face coverings. They will be required to launder face coverings between use. Staff will always have a supply of disposable face coverings on hand.
- Staff will have a supply of gloves on hand at all times.
- Packages of disposable face coverings will be purchased from our bulk supplier and available to staff and campers 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.

Physical Distancing

- Groups will not share indoor spaces with other groups.
- Staff members will maintain 6 ft. distance between each other unless safety or core function of the work activity requires a shorter distance.
- Campers within a smallcamp group will not be required to maintain 6 feet of distance among themselves or their staff.
- Tightly confined spaces (examples might be cubby areas, classroom entryways, bathroom waiting areas) will be occupied by only one staff member at a time.
- Essential in-person staff meetings will be held outdoors when possible, or in open, well-ventilated spaces if not.

Hygiene and Cleaning

- Staff and campers will wash their hands or use an alcohol-based hand sanitizer upon entering and departing the program, before and after snack, after using the restroom, between every activity, and after handling shared materials or surfaces.

- 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.
- 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.

Program Structure

General Program Set-Up

- Groups will consist of no more than 10 campers and 1 dedicated Group Leader.
- Floating Group Leaders and supervisors will be assigned to specific groups, to limit the number of people entering and exiting the group.
- As much as possible, campers and staff members will stay in the same group for the duration of the program, thereby maintaining group fidelity.
- After school activities will only be available to students enrolled in the school site who were in physical attendance during the school day.
- Visitors to the program will not be permitted.
- We screen for COVID symptoms daily, but we will not perform COVID tests.

Activities

- Efforts will be made to group campers from the same class but direct matches to the school day cannot be guaranteed. In all cases, we will follow DOE guidance.
- All groups will conduct indoor activities in their own assigned classrooms.
- Program supplies and materials (markers, pens, binders, etc.) will be assigned to each group. Materials will not be shared between groups.
- All materials will be sanitized at the end of each day.

Outdoor Activities

- We will conduct our program outdoors to the fullest extent possible.
- When possible, activities will be facilitated outdoors in spaces where social distancing of more than 6 ft can occur.
- All outdoor activities will be conducted within assigned groups. Multiple groups may be in the play yard or large exterior spaces concurrently.
- If school playground equipment is used, only one group will be permitted on the equipment at a time. Campers and staff will be required to sanitize their hands before and after playground use or use of common equipment.

Specialized Activities

- Any outside program providers will be fully vaccinated and wear masks at all times.

Drop Off & Pick Up

- Each small group will have a designated location for drop off and pick up. Groups will never gather with other small groups.
- End of day pick up will always take place outdoors, at the building entrance.
- Parents or family members who wish to pick up early must wait at the building entrance and a site leader will bring the camper to them.
- 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 pick up.
- Campers will use hand sanitizer upon arrival and departure each day.
- Sign out will require a parent signature. Materials will be sanitized between each use.
- Campers will use hand sanitizer upon arrival and departure each 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.
- 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 long.

Snacks

- Trail Blazers will follow DOE guidance for snack provision by our program.
- If snack is provided:
 - Staff will wear gloves when distributing snack.
 - Snack will be plated for each camper. No food sharing will be permitted.
 - Campers will use alcohol-based hand sanitizer before and after snack.
 - Campers will be seated with at least 6 feet of distance during snack times.

Policy Communication

- This safety plan will be posted on our website and emailed to all participants. Enrolled families will be required to sign off indicating that they received these protocols and will adhere to them.
- 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*
 - *Social distancing*
 - *PPE use*
 - *Cleaning/disinfecting protocols*
- 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 communication. This app will be required, and can be downloaded or accessed through text messages.

Contact Tracing

- Staff members will sign into work each day using our HR platform app (Zenefits) and/or using a paper attendance sheet on site.

- In the rare case that a school programs staff member must visit Trail Blazers' central office, they will sign in using a digital system. A digital log of all office employees and office visitors will be kept.
- Attendance will be taken at the start of each program day.
- If an employee or camper tests positive for COVID-19:
 - the director of operations will notify state and local health departments.
 - The school programs director or their designee 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 Slack or phone.
 - The school programs director will communicate with parents whose children have been in contact with the employee or camper who tested positive via email or phone.
 - if the individual has been in the administrative office or an indoor space, these locations will be closed until they are professionally cleaned.

School/Program Partnership

- Program leaders will be in close communication with school administrators regarding student health status.
- In the case of participant absence, the reason for their absence will be confirmed with administration
- Site leadership staff will receive all COVID safety plans and protocol from school administration.
 - They will familiarize themselves with the school policy/protocols and determine any conflicts that exist between the school and Trail Blazers.
 - A pre-program meeting will be held between school site leadership and the School Programs Director. Follow-up meetings will be scheduled on an as needed basis when directives for either party (school or Trail Blazers) change.

Positive Case Communication

- A camper who has been excluded from school because they tested positive for COVID, or because they have been in close contact with someone who has tested positive, may not return to the program until they have been cleared to return to school.
- We follow [CDC instructions](#) as well as DOE guidelines to determine when and for how long to quarantine or be removed from the program.
- Guidance on returning to the program will be updated as , DOE, DOH and CDC guidelines evolve.