



## **Trail Blazers Break Camp Safety Plan - 2021**

### **Based on NY Forward Safety Plan template**

*Updated: December 2, 2021*

## **Purpose**

Our goal for the 2021 school year is to offer safe and exciting break camp programs 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 2021, 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**

- Single Day - Yom Kippur, September 16
- Single Day - Indigenous Peoples' Day, October 11
- Single Day - Election Day, November 2
- Single Day - Veteran's Day, November 11
- Holiday Break, December 27 - December 30
- Single Day - MLK Day, January 17
- Single Day - Lunar New Year, February 1
- Mid-Winter Break, February 21 - February 25
- Single Day - Spring Break, April 15
- Spring Break, April 18 - April 22
- Single Day - Eid-al-Fitr, May 2

## **Program Structure**

### **General Program Information**

- Each "smallcamp" group will be made up of no more than 12 campers and 2 group leaders, plus a floating group leader that supports 2 groups. These campers remain consistent throughout the program.
- As much as possible, staff will remain with consistent groups throughout each program.
- Smallcamp groups operate as independent camps. Groups will never be in close proximity with other groups.

- For Fall and Spring programs, camp activities will be facilitated entirely outdoors. Winter programs will use indoor space, but will opt outside often and when possible. See 'Winter Program and Use of Indoor Space' below.
- Visitors to the program will not be permitted.
- All staff members will be fully vaccinated as a condition of employment.
- We screen for COVID symptoms daily, but we will not perform COVID tests.

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

- Each small group will have a unique location 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.
- Temperature checks and covid screening will be completed upon arrival. Parents will sign campers in each morning.
- Sign out will require a parent signature.
- Campers will use hand sanitizer upon arrival and departure each day.

### **Bathrooms**

- Smallcamp groups will wait for other parties to finish and vacate the bathroom before using the facilities whenever possible.
- 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.

### **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, weather-permitting.

### **General Activities**

- Groups will facilitate activities in outdoor spaces where social distancing of more than 6 ft can occur.
- 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 (exception is made for Winter Programs - see addendum at the end of this document).
- Program supplies and materials (markers, pens, binders, etc.) will be sanitized at the end of each day.

# Safety Protocols

## Masks

- Campers and staff will be required to wear masks at all times. Mask breaks will be scheduled throughout the day.
- Masks will always be worn by campers and staff when indoors, traveling between locations, or when 6 feet of distance from other parties cannot be maintained.
- 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 not be used, except during winter programs (see addendum below). In the case of inclement weather, we will determine whether to run a partial day, or to cancel the program for that day. We will let parents know of a possible closure or partial day the night before via email, and communicate our final decision via email by 7am.

## Aftercare

- Indoor spaces will not be used for aftercare, except during winter programs. Aftercare will be outdoors each day.
- This time is largely unstructured. During aftercare, staff and campers will engage in crafts, play, and exploration.
- Groups will be able to maintain 6 feet of distance from other groups at all times.
- If smallcamps merge during aftercare, campers will be required to mask during this time.

## 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 12 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, unless an exception is made for medical or religious reasons.
- 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.

- Smallcamp staff will not share materials (pens, binders, first aid kits, etc.) with any other smallcamp staff members. These materials will be assigned to the group for the duration of the season and will be labeled with the group'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.
- 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*
  - *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 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 or an indoor location. In the rare event where indoor space is utilized, staff will sign themselves or their group in and out via a log that will be kept digitally.
- A digital log of all office employees and visitors, including those who are in other Trail Blazers programs, will be kept.
- If an employee or camper tests positive for COVID-19:
  - the director of operations will notify state and local health departments.
  - the director of day camps 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 director of day camps 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.

## Daily Health Screening and COVID Case Communication

- 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.
  - 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). Parents and staff will be required to download and use this app daily.
- Temperature will be taken upon arrival using a touchless thermometer.
- If a camper or staff member does not pass all screening results, they will be unable to participate in the program until they are able to present a negative COVID test.
- COVID tests must be completed no fewer than 5 days after symptoms/exposure.
- We follow [CDC instructions](#) 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 DOH and CDC guidelines evolve.

## Winter Programs and Use of Indoor Space

- Smallcamp groups will consist of 12 campers and up to 2 staff members. As much as possible, campers and staff members will stay in the same bubble for the duration of the program, thereby maintaining group fidelity and decreasing the risk of infection.
- All smallcamps will meet in their own location (designated rooms in our Trail Blazers Center or school buildings), separate from all other groups.
- The Trail Blazers Center's MERV 8 ventilation system will be inspected and serviced to ensure the safety of bubbles when they are using our indoor space.
- Windows and doors will remain open during program hours, so as to maximize ventilation.
- When possible, activities will be facilitated outdoors in spaces where social distancing of more than 6 ft can occur.
- Staff and campers will be required to wear a mask at all times, except when eating or drinking.
- Meals and snacks will occur outdoors when weather permits. Campers will use alcohol-based hand sanitizer before and after meals. Surfaces will be sanitized before and after meals. Campers will be seated with at least 6 feet of distance during lunch and snack times.
- Trail Blazers will provide PPE to all staff members.
- Trail Blazers will assist families in acquiring PPE when necessary. Additional PPE is available on site.
- In our Trail Blazers Center, we will 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). Groups in the TBC center must be able to be at least 6 feet away from other groups.

- Non-staff adults will not be permitted inside program spaces, and will be required to drop off and pick up at the building entrance.