



2020 OPERATIONS FIELD GUIDE

This field guide is adapted for Holiday Hill Day Camp from the national guide commissioned by the American Camp Association and YMCA of the USA from Environmental Health & Engineering, Inc, a Boston-based consulting firm specializing in environmental health. This expert panel has convened specialists in pediatric medicine, camp medicine and nursing, epidemiology, infectious disease management, biological safety, industrial hygiene, organizational design, and other technical specialties. These educational resources have been shared with CDC and state and local health departments so that all parties can be informed. Evolving updated information will be on the ACA and Y-USA websites as it becomes available. The objective of this field guide is to provide educational materials for camp staff and parents of campers to reduce potential exposures to and spread of the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) the virus that causes COVID-19. This guide will change from time to time as best practices evolve through research and experience.

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TABLE OF CONTENTS

COMMUNICATION	4
PRIOR TO CAMP	4
MAY 19 MESSAGE RE: OPENING 2020.....	4
HEALTH UPDATE AND PRE-CAMP SCREENING MESSAGE.....	5
LOCAL HEALTH DEPARTMENT COMMUNICATION	9
HOLIDAY HILL DAY CAMP COMMUNICABLE DISEASE PLAN	9
PREVENTION	9
CDP TEAM	9
ONGOING	9
MID-MAY.....	9
JUNE 1	9
TWO WEEKS BEFORE ATTENDING	10
DAILY IN-SEASON	10
MAINTAIN ACCESS TO RESOURCES.....	10
INTERVENTION	10
SUSPECTED INFECTION DISCOVERED.....	10
CAMP CDP MEMBER WILL BRIEF PARENTS/STAFF MEMBER AS FOLLOWS:	11
OUTBREAK.....	12
COMMUNICATION PLANS.....	12
RECOVERY/MITIGATION	13
CDP TEAM EVALUATION	13
HEALTH – SCREENING AND PREVENTING COVID-19 INFECTIONS	14
HOLIDAY HILL DAILY HEALTH SCREENING.....	14
ADMINISTRATION	14
DAILY HEALTH SCREENING PROCEDURES	14
HAND HYGIENE	14
USING COHORTS AT CAMP TO REDUCE DISEASE TRANSMISSION RISK.....	15
TRANSPORTATION CONSIDERATIONS	16
HOLIDAY HILL DAY CAMP DROP OFF AND PICKUP PROCEDURES.....	16
MORNING DROP OFF	16
LATE DROP OFF	17
AFTERNOON PICK UP	19

EARLY PICKUP	19
TRAVEL BY CAMP VAN OR POV	21
ADMINISTRATION	21
CAMPER AS PASSENGERS.....	21
PROGRAM CONSIDERATIONS	22
MORNING ROUTINE	22
8:00-8:45 AM BEFORE CAMP CARE.....	22
9:00 AM CAMPER ARRIVAL	22
MORNING CHECK-IN FOR STAFF	22
GATHERING IN GROUP SPACES.....	22
RAGGED START FOR GROUPS	22
9:10-9:20 AM MORNING CAMP MEETING IN THE FIELD	23
9:30 MORNING ACTIVITIES BEGIN	23
AQUATIC FACILITIES OPERATION.....	23
BATHHOUSE OPERATION	23
SWIMMING	24
SWIM LESSONS	24
FREE SWIM	24
ACTIVITIES	24
GROUP COUNSELING CONSIDERTIONS.....	24
CONVERSATIONS.....	25
POSTERS/SIGNAGE	25
ARCHERY	25
ARTS AND CRAFTS.....	26
SPORTS	27
CHALLENGE	28
HIGH ROPES COURSE	29

COMMUNICATION

PRIOR TO CAMP

MAY 19 MESSAGE RE: OPENING 2020

Dear Camp Family:

Holiday Hill Day Camp will open its sixty-first season on June 22nd! Families have asked many questions as to how we plan to do it and whether or not they will be safe sending their children to camp this summer. We are confident that with the cooperation of parents and guardians we can bring our campers together again.

Here is a bullet list of what we are doing to prepare to serve our families safely this summer:

- Carefully gleaning all the guidance relevant to day camp operations contained in the Camp Operations Field Guide published just days ago by the American Camp Association and Y-USA. Developed by an independent expert panel coordinated by [Environmental Health & Engineering, Inc.](#), a Boston-based consulting firm specializing in environmental health, the document continues to evolve daily as new ideas and knowledge develop.
- Making changes to our physical plant including auxiliary handwashing and hand-sanitizing stations at every activity area and modifying our cabin buildings to give each group a separate indoor space to lower the risk of spreading airborne diseases.
- Planning program protocols to abide by safe distancing and group-size guidance.
- Training staff on how to implement healthy-camp protocols while maintaining the positive energy and fun that campers need after months of isolation.
- Implementing enhanced daily cleaning and sanitizing routines throughout the camp.
- Developing pick up and drop off procedures that include daily health screening.

We embrace this challenge and appreciate the support expressed by so many of our camp families. It isn't easy. It has not been easy for any of us these past months. It has been especially hard on young people. We want to ease our campers—your children—back into a summertime of healthy socialization, fresh air, fun, and friendship. We cherish our partnership with parents to achieve these goals. Watch for our communications in the days ahead as we prepare for summer 2020. Reach out with any questions.

Warm regards,

Dudley and Wendy Hamlin
info@holidayrecreation.com
(860) 423-1375

HEALTH UPDATE AND PRE-CAMP SCREENING MESSAGE

Dear Camp Families,

We are excited to have you join us for our sixty-first summer of fresh air, fun, and friendship! This message is the first of several we will send you to help orient parents and campers to important steps we are taking this summer in order to keep everyone healthy and safe. We are sending this note along with attachments to everyone enrolled at this time and will send it again later in the summer as a reminder of the action steps it asks of you. We apologize in advance for any redundancy! We don't want anyone to miss important information.

Attached you will find:

- Holiday Hill Health Update – This piece advises parents on conversations to have and practices to develop with campers before attending.
- Holiday Hill Pre-Camp Health Screening – This is a form asking you to attest to your child's health and potential contact with COVID-19. It requires daily temperature monitoring at home for 14 days prior to attending.

We appreciate your cooperation and patience in the process of maintaining a healthy camp environment!

Sincerely,

Dudley and Wendy Hamlin
Directors

HOLIDAY HILL HEALTH UPDATE

Parent Information from Holiday
Hill Day Camp and the American
Camp association.

2020

A HEALTHY CAMP BEGINS AND ENDS AT HOME!

A healthy camp really does start at home. Here are some things you can do to help your child have a great camp experience.

1. If your child is showing signs of illness such as fever, chills, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat or vomiting, keep the child home and contact our camp. This greatly reduces the potential spread of illness at camp but also supports your child's recovery. It is our policy that injured or ill children will need to be transported home or to a doctor's care by parents/guardians except in case of emergency. Extended absences can be made up.
2. Teach your child to sneeze/cough in their sleeve, or shoulder if in a t-shirt. If sleeveless, a bare elbow or shirt tail can help block the distribution of germs but will require hand cleansing right away. Encourage hand washing often while at camp, especially before eating and after toileting. If you really want to achieve impact, teach your child to accompany hand washing with another behavior: keeping their hands away from their face.
3. If your child has mental, emotional, or social health challenges, talk with a camp representative before camp starts. Proactively discussing a camp's ability to accommodate a child can help minimize – if not eliminate – potential problems.
4. Should your child need a particular health or nutrition plan because of allergies, intolerances or a diagnosis (e.g., diabetes), note these on the Health History and Individual Care Plan forms but also contact us to make sure (a) we have noted that need and (b) we can address it. Discuss how your child will receive appropriate meals and snacks then explain that to your camper. Should your child be uncomfortable with the plan, contact us so that we can arrange for a camp staff member to assist/monitor the process until the child is comfortable.
5. Make sure your child has and wears appropriate close-toed shoes for activities such as soccer and hiking, and that your child understands that camp is a more rugged environment than the sub/urban setting. Talk with your child about wearing appropriate shoes to avoid slips, trips, and falls that, in turn, can result in injuries such as sprained ankle.
6. Send enough clothes so your child can dress in layers. Mornings can be chilly, and afternoons get quite hot. Dressing in layers allows your child to remove clothing as s/he warms while still enjoying camp.
7. Fatigue plays a part in both injuries and illnesses – and camp is a remarkably busy place! Be sure your child gets enough rest at night.
8. Remember to send sunscreen that your child has tried at home. Teach your child how to apply his/her sunscreen and how often to do so. More so this year than in the past it will be best for children to self-administer their own sunscreen.
9. Sending a reusable water bottle is a good idea if it is name-labeled and your child is likely not to be encumbered by it. Instruct your child to use it--never share it--and refill it frequently during their camp stay. We have "hydration stations" throughout the camp with paper cups for those

without water bottles. Staying hydrated is important to a healthy camp experience, something your child can assess by noting the color of their urine ("pee"); go for light yellow.

10. Talk with your child about telling their counselor, the nurse or camp director about problems or things that are troublesome to them at camp. Our professional staff can be quite helpful as children learn to handle being lonesome for home or cope with things such as losing something special. These helpers cannot be helpful if they do not know about the problem – so talk to them.
11. Should something come up during the camp experience or afterward – you see an unusual rash on your child, or your child shares a disturbing story – contact the camp directors or nurse and let them know. We want to partner effectively with parents and caregivers; sharing information makes this possible.

Want to learn more? Talk with our camp director. Build the partnership between you and your child's camp leadership team. It's one way to help your child have the best camp experience possible!

*Adapted by Holiday Hill Day Camp from Healthy Camp Update, Rev. 2019
Date: March 2020 Revision done by nurses associated with the Healthy Camp
initiative, ACA and ACN: Linda Erceg, Mary Marugg and Tracey Gaslin.*





INFORMED CONSENT

(State Regulations require completion of this form by all staff and the parent(s) of all children enrolled.)

I hereby attest that I have been informed of the following pertaining to the coronavirus:

- People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in [CDC's guidance](#).¹ Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
- Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

Signature of Staff or Parent/Guardian

Printed Name

Child's Name (if a parent/guardian)

Date

¹ Includes chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis and liver disease. Individuals should consult their healthcare provide to determine whether they have medical conditions that place them at increased risk for severe illness from COVID-19.

LOCAL HEALTH DEPARTMENT COMMUNICATION

HOLIDAY HILL DAY CAMP COMMUNICABLE DISEASE PLAN

PREVENTION

CDP TEAM

- Responsible for critical services & conduct training prior to start of camp.
- Camp Directors: Dudley Hamlin and Wendy Hamlin
- Assistant Directors:
 - Shannon Cartier; personnel/programming
 - Hunter Hamlin; camp management software manager/programming
 - Jesse McCormick; buildings and grounds manager/programming
 - Sheryl Lambert; personnel/programming
- Health Center personnel:
 - Lynn Fox, R.N.
 - David Keplesky, EMT
 - Shara Chamberlain, R.N.
 - Kimberley Christenson, R.N.

ONGOING

- Collect and Review Health History with Record of Immunizations forms as submitted. Expired exams from last year are valid during the emergency.
- Monitor CampMinder enrollment management software document submission. Highlight any ICP forms or health conditions of concern for Nurse review. Nurse or directors contact parents with questions or concerns.

MID-MAY

- Evaluate/order supply of protective equipment: gloves, masks, face/eye shields as recommended by Environmental & Health Engineers (attached).
- Resources: ACA Business Affiliates
 - BoundTree.com;
 - <https://pro-therms.com/>
 - <https://www.directsupply.com/>
 - <https://www.briggshealthcare.com/>
- Inventory and order Health Center Supplies per Health Care Plan.
- Finish renovation of Camp Health Center.
- Send completed CDP and Field Guide (preview attached) to CDP Team for review. Conduct a Zoom Meeting with all to discuss and make final plans/changes.

JUNE 1

- Ask Campers/Staff to arrive healthy. Send to all families and staff. Send to all families: A Healthy Holiday Hill Begins & Ends at Home (attached) This document, adapted from a Camp Nurses Association form developed to be distributed to campers' parents/guardians, explains steps to take at home in preparation for camp.

Pre-camp staff training – online and in-person

- Assign Expert Online Training modules
- Develop Holiday Hill-generated training modules with Expert Online Training resource.
- Prepare and schedule Zoom meeting series of training events
- Orient and train staff to illness- reducing strategies
 - i. Instruct staff on their healthcare prevention and intervention responsibilities regarding CDP
 - ii. Instruct staff on program practices delineated in Field Guide

TWO WEEKS BEFORE ATTENDING

- Send to all families and staff HOLIDAY HILL HEALTH AVIDAVIT (attached). Monitor receipt of statements of wellness. Instruct parents to postpone attendance for those not well.

DAILY IN-SEASON

- Arrival handwashing: All campers and staff will “wash-in” utilizing the outdoor handwashing trough on the east end of the lower-camp restroom building with touchless soap dispensers physically distanced and supervised by staff for spacing and technique.
- Conduct daily in-take health screenings for both staff and campers that includes screening for any observable illness, including cough, shortness of breath or other respiratory distress, shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and to confirm temperature below 100 degrees Fahrenheit. Temperature is assessed with non-contact infrared thermometers per DAILY HEALTH SCREENING PROCEDURES.
- Program Area Plans – Wash-in/wash-out stations or touchless hand sanitizer dispensers will be located at all special activity areas. Participants will cleanse their hands on the way to and from each activity. Activity leaders will disinfect equipment between each group visit to the area. Protocols specific to each activity area will be followed to minimize contact between activity leaders and campers. The group’s own counselors will provide “up close” contact while special activity leaders will provide physically distanced supervision as much as possible.
- Throughout the day the camp staff will monitor campers’ behaviors, attitudes, mental and physical affect, and refer anyone to the nurse or director of first aid if any observable illness is detected.

MAINTAIN ACCESS TO RESOURCES

- American Camp Association: <https://www.acacamps.org/resource-library/coronavirus-information-camps?>
- Association of Camp Nursing: <https://campnurse.org/education-and-resources/covid-19-considerations-for-camp/>
- Office of Early Childhood: <https://www.ctoec.org/covid-19/>
- Centers for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

INTERVENTION

SUSPECTED INFECTION DISCOVERED

- Campers or staff with observable symptoms shall be isolated from others until parents arrive, or the child/staff member is transported to home or a testing facility. Isolation will be in one of

the following: Camp Health Center, Camp Triage Station (a tent structure outside and adjacent to the Health Center physically distanced from walkways to the Health Center and Camp Office), or in the rooms of the farmhouse adjacent and connected to the Camp Health Center. Total isolation capacity: 13 (Health Center-3; Triage Tent-2; Farmhouse-7)

- In the event that parents or camp personnel are not available to transport the child for testing EMS shall be activated by calling 911. This action is expected to be a rare event as most parents are used to the standard camp policy of removing children when contacted by the camp with a health concern.
- **The camp director or designee must report any suspected cases of COVID-19 infection by telephone on the day of recognition or strong suspicion of the disease to:**
 - Connecticut Department of Public Health: 860-509-7994; After-hours: 860-509-8000
 - Rob Miller at Eastern Highlands Health District: 860-429-3325
 - Camp Doctor Ken Dardick at Mansfield Family Practice: 860-487-0002
 - The local department of health in the town of residence of the case-patient
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the program while symptomatic or during the two days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days (staff and other children)
- Exclude the children and staff members who are determined to have had close contact with the affected child/staff member for 14 days after the last day they had contact with the affected child/staff member.
- Conduct appropriate cleaning and disinfection:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
 - Continue routine cleaning and disinfection.

CAMPERS OR STAFF with OR SUSPECTED OF HAVING COVID-19 who have stayed home (home isolated) can leave home AND RETURN TO CAMP under the following conditions**:

CAMP CDP MEMBER WILL BRIEF PARENTS/STAFF MEMBER AS FOLLOWS:

- **If the child/counselor has not had a test** to determine if they are still contagious, they can leave home after these three things have happened:
 - Child/counselor has had no fever for at least 72 hours (that is three full days of no fever **without** the use of medicine that reduces fevers)**AND**

- other symptoms have improved (for example, when child's cough or shortness of breath have improved)
AND
- at least 10 days have passed since child's symptoms first appeared
- **If the child/counselor has had a test** to determine if they are still contagious, they can leave home after these three things have happened:
 - **child/counselor** no longer has a fever (**without** the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - **child/counselor** has received two negative tests in a row, at least 24 hours apart. Child's doctor will follow [CDC guidelines](#).

****In all cases, families will follow the guidance of their doctor and local health department. The camp will follow the guidance of the camp's doctor and the Eastern Highlands Health District.** The decision to stop home isolation will be made in consultation with the family's healthcare provider and state and local health departments.

OUTBREAK

- An outbreak will be deemed to occur when the camp has two confirmed cases of COVID-19 within 72 hours.
- Convene meeting of CDP Team daily once an outbreak occurs – revisit processes daily.
- Consult with camp physician, EHHD, OEC and families, and provide ongoing updates during the outbreak.
- Implement regional quarantine guidelines and outbreak control measures.
 - Home isolation
 - Hospitalization as needed
- Document all notes and actions in participant's camp health record and camp health log.
 - Daily health screenings at camp will be ongoing
- Campers and staff who have been in contact with a confirmed infected person are **monitored at camp/home isolated/tested** for development of symptoms.

COMMUNICATION PLANS

- A camp CDP team member will contact the family of the infected person daily by phone for a health update.
 - Updates will be logged in health record of infected person.
 - Updates of concern will be communicated to camp doctor, EHHD, and OEC
- Families of all campers and staff currently enrolled will be informed by the camp director of any confirmed case
 - Families will be advised to check their child/staff member closely for developing symptoms and to keep them home at any indication of infection.
 - Daily health screenings at camp will be ongoing

RECOVERY/MITIGATION

CDP TEAM EVALUATION

- Provide critical incident debriefing Review all operational activities to determine effectiveness and identify potentials for change; update policy/procedures.

Documentation

- Confirm completion of documentation by all required individuals – health center staff, camp director, insurance carrier.

Debrief Camp & Facilitate Return-To-Routine Camp Practices.

- Listen to experiences of all staff and campers who wish to share experience. Allow time for staff rest and recuperation as needed.

HEALTH – SCREENING AND PREVENTING COVID-19 INFECTIONS

HOLIDAY HILL DAILY HEALTH SCREENING

ADMINISTRATION

All staff and children are required to be screened for any observable illness, including cough, shortness of breath or other respiratory distress, shaking with chills, muscle pain, headache, sore throat, the new loss of taste or smell, and to confirm temperature below 100 degrees Fahrenheit. Screening includes assessing health by taking temperature.

When conducting the screening, the camp should consider the following.

- The health screener does not need to wear personal protective equipment (PPE) if a distance of 6 feet is maintained while performing this action.
- Maintain sufficient distance, or a physical barrier, between the health screener and the child or staff member being screened.
- If social distancing or barrier/partition controls cannot be implemented during screening, personal protective equipment (PPE) can be used when within 6 feet of a child.

DAILY HEALTH SCREENING PROCEDURES

1. Health screening staff will meet campers at their cars for a temperature check to confirm temperature below 100 degrees Fahrenheit. Temperature is assessed with non-contact infrared thermometers. Staff or children who have a temperature greater than 100 degrees will not be permitted into the program. Staff will also interview and observe for any illness, including cough, shortness of breath or other respiratory distress, shaking with chills, muscle pain, headache, sore throat, the new loss of taste or smell. The camp nurse or director of first aid will be available of consultation if needed.
2. Throughout the day the camp staff will monitor campers' behaviors, attitudes, mental and physical affect, and refer anyone to the nurse or director of first aid if any observable illness is detected, including cough, shortness of breath or other respiratory distress, shaking with chills, muscle pain, headache, sore throat, the new loss of taste or smell.

HAND HYGIENE

When to Wash or Disinfect Hands – Campers and General Staff

- Upon arrival to camp
- Before eating – snacks or lunch
- Upon entering or leaving an activity area
- Before entering the bathhouse for changing
- After using bathhouse toilets
- Before and after using the lower camp restroom building
- After touching frequently touched surfaces (playground equipment, basketballs, foursquare balls, sports equipment, etc.)
- After using common items, such as computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing your nose
- Specialists wash hands between groups if possible, not just hand-sanitize

When to Wash Hands – Camp Store and Lunch Staff

- Before and after using gloves
- After using the restroom
- After wiping counters or cleaning other surfaces with chemicals
- After coughing, sneezing, or blowing your nose

How to wash hands

1. Wet your hands with clean, running water. Turn off the tap and apply soap.
2. Lather your hands by rubbing them together with the soap. Make sure to lather the back of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds (about the time it takes to sing the “Happy Birthday” song twice,
4. Rinse your hands well under clean, running water.
5. Dry your hands using a paper towel.

How to Use Alcohol-Based Hand Sanitizer

1. Apply the product to the palm of one hand.
2. Rub your hands together. Make sure the product contacts the back of your hands, palms, between your fingers, and fingertips.
3. Continue to rub your hands together until your hands are dry (about 20 seconds)

Handwashing Misconceptions

- Water temperature is not important. Clean cold and warm water work equally well.
- Antibacterial soap is not more effective than regular soap.
- Bar soap and liquid soap are equally effective.
- Soap and water are more effective than alcohol-based hand sanitizer if hands are visibly dirty or greasy.
- If water is available but soap and hand sanitizer are not, rubbing your hands together under water and drying them off with a clean towel or letting them air dry can remove some germs. Only use this method as a last resort.

PHYSICAL DISTANCING

Physical distancing is also known as “social distancing”, can allow individuals to safely interact with others. A distance of 6’ between people, especially when outdoors, has been proven to be the best deterrent for spreading the corona virus. Whenever possible, indoors, or out, staff will encourage safe distancing. Within a camper’s “household” group, distancing is not required at all times. Distancing will be maintained between camper groups.

USING COHORTS AT CAMP TO REDUCE DISEASE TRANSMISSION RISK

Grouping of staff and campers to reduce the spread of infections and to allow for more rapid identifications of suspected or confirmed cases of COVID-19.

- Group sizes, or “households” will be will consist of up to 10 campers, two counselors. Household members will live, eat, wash, and do most group activities together.

- All staff will wear face coverings while indoors, or when outdoors and physical distancing cannot be maintained.
- Campers will not be required to wear masks except as described below.
- Campers will be provided masks if they must enter a space occupied by another group—e.g., using the toilet area of the bathhouse while another group is in the changing area.
- If “households” mix for programs or activities, other mitigation measures such as physical distancing or face coverings may be used if appropriate and practical for the activity. Masks will be provided by the camp if they are required.
- Groups will not mix with other groups in close contact. Groups will maintain physical distance with other groups when moving about the camp
- Larger gatherings will be generally limited to Division Meetings (age subsets: Younger, Middle, and Older Divisions, and physically distanced)
 - Large all-camp meetings will be held only if groups can meet outside or in our open-sided canopy tent. When meeting outside groups will be physically distanced from each other. In the tent groups will be at designated picnic tables, physically distanced.
 - No two groups will be in the same indoor space at the same time.

TRANSPORTATION CONSIDERATIONS

The traditional camp transportation system cannot operate this season as it is a neighborhood and route oriented dense gathering of campers in a confined space for a given duration. Camper cohorts would be mingled, violating the requirement that cohorts be kept separate from each other.

HOLIDAY HILL DAY CAMP DROP OFF AND PICKUP PROCEDURES

MORNING DROP OFF

Whenever possible it is a benefit to designate one parent/guardian to drop off and pick up campers every day. Individuals who are at higher risk for severe illness per CDC guidance should not drop off or pickup campers. The pickup and drop off schedule will be randomized by arbitrary parent arrival times. The process will be monitored, and specific drop off time windows will be assigned to each camper if necessary. The purpose of the window will be to reduce density and physical interaction of individuals at any given time in the drop off area.

1. Parent vehicles will enter at the designated ENTER driveway to the camp parking area. (See diagram)
 - a. Parents of confident, returning campers who do not need to be escorted to the camp check-in area will turn left upon entering to “Stop and Drop”.
 - b. Parents of young campers, new campers, or that need to escort their child to the camp check-in area will turn right upon entering to “Park and Approach” on the upper level.
2. **Stop and Drop:** Parents not needing to escort their camper(s) to check-in will use the two lanes outlined by cones closest to and parallel to the stone retaining wall.
 - a. Campers will receive a daily Health Screening from inside their cars, through an open window or door.
 - b. Campers will exit vehicles from the passenger side (stone wall side) and use the walking lane next to the stone wall to move toward the walkway leading up to the handwashing facility on the east end of the restroom building to perform their “wash-in”.
3. **Park and Approach:** Parents escorting campers to check-in will:

- a. Wear face masks
 - b. Maintain physical distance with other parents/guardians and campers
 - c. Accompany campers to the “wash-in” station for initial hand cleaning
 - d. Accompany campers to the check-in station
 - e. Return to their cars and exit carefully by descending into the lower parking area and keeping left to the “Travel Lane to Exit”
4. Drive slowly, carefully, and with patience. Follow any camp staff directions and signage.

LATE DROP OFF

1. Parents will enter the Camp Office Driveway (by the smaller camp business sign, newspaper tubes, and mailboxes—not the large group parking area) and pull into one of the designated Visitor Parking areas.
2. Parents will wear masks.
3. Parents will walk their camper(s) to the Nurse’s Office for their Daily Health Screening.
4. Parents will then proceed to the summer Camp Office to check-in.

[illegible]

AFTERNOON PICK UP

- The pickup and drop off schedule will be randomized by arbitrary parent arrival times. The process will be monitored, and specific drop off time windows will be assigned to each camper if necessary. The purpose of the window will be to reduce density and physical interaction of individuals at any given time in the pickup area.
- The following procedures are meant to:
 - Minimize the time it takes to pick up a camper and allow for the continual flow of traffic.
 - Keep parents close to their vehicles.
 - Maintain physical distance with other parents/guardians and campers.
- Parents will park and wait with their vehicle in area zones designated by the age of their youngest camper.
 - Younger Division (YD): Kindergarten through third grade:
 - Turn left upon entering, drive to the end of the gravel area and turn right to park and wait on the upper level grass, back-in (preferred) to the ball-catcher screen near the basketball court.
 - Middle Division (MD): Grades four and five:
 - Turn left upon entering and park back-in (preferred) to the stone wall.
 - Older Division (OD): Grades 6-9:
 - Turn right upon entering to park and wait on the upper level near the mini-golf course.
- Counselors will bring camper groups to the pickup zones to look for parents as they wait in or by their cars.
- Counselors will escort campers to their parents.
 - All parents/authorized grown-ups will be asked to show photo ID to aid in identification.
 - Counselors will have a check-out sheet with names of parents and authorized grown-ups.
- If needed, parents will wait for an older sibling from a different division to be brought by a counselor from that division.

EARLY PICKUP

- Parents will enter the Camp Office Driveway (by the smaller camp business sign, newspaper tubes, and mailboxes—not the large group parking area) and pull into one of the designated Visitor Parking areas.
- Parents will wear masks.
- Parents will walk to the Camp Office or Nurse's Office to check-out.

36 STAFF CARS

HOLIDAY HILL PM PICK UP ILLUSTRATION



TRAVEL BY CAMP VAN OR POV

ADMINISTRATION

- Prepare our regular camp vehicles for occasional use for transporting campers
 - One 12-passenger van, three 7-passenger mini-vans.
- Professionally inspect any Personally Owned Vehicles for occasional use by a counselor that might conveniently be able to transport a camper.
- Interested and available 21-year-old counselors will be background checked, including driving records through our insurance company, and trained for critical transportation positions.
 - Critical transportation positions will be:
 - Daily transportation of camper(s) for a family that cannot provide their own
 - Transportation of distinct cohorts of campers to and from canoeing at Mansfield Hollow Reservoir
 - Emergency transportation to hospital or home if parents not available
- Facemasks will be provided and required for drivers whenever a passenger is present.
- Facemasks will be required and provided for passenger(s).
- Instruct drivers to report respiratory illness symptoms to their supervisors or camp administration and actively encourage sick employees to stay home with flexible sick leave.
- All drivers will be health-screened upon arrival at camp each day, along with all campers and staff.
- Staff and campers will wash hands at home or at camp and/or be provided alcohol-based hand sanitizer for use before entering a vehicle. We will train staff and campers on proper sanitizing procedures.
- Physical distancing will be achieved by:
 - Restricting passengers to individuals or siblings of the same family
 - If carrying non-familial campers not from the same camper-group cohort, restrict seating to one person per row of seats
 - Assign seats to campers so they occupy the same space each time.
 - Whenever possible the vehicle will be operated with its windows open
- All drivers and campers will wash hands at the entry handwashing station upon arrival each day.
- Maintenance staff will spray or wipe EPA-approved disinfectants for vehicle cleaning on high-touch areas of the vehicles during the day between vehicle use.
 - Door handles, seatbelts, seats, etc.
- If the same vehicle will be used multiple times, such as two canoeing groups in a day, clean and disinfect the vehicle between use.

CAMPER AS PASSENGERS

- Encourage parents to not send a child that is sick or experiencing any flu-like symptoms.
- Wash hands at home just before leaving and sanitize hands before boarding van, or vehicle.
- Parents are required to instruct good hygiene before attending camp: cough or sneeze into your elbow or shoulder and avoid touching your mouth, nose, and eyes.
- Physical distancing will be achieved by:
 - Restricting passengers to individuals or siblings of the same family
 - If carrying non-familial campers even if from the same camper-group cohort, restrict seating to one person per row of seats
 - Assign seats to campers so they occupy the same space each time.

- Whenever possible the vehicle will be operated with its windows open
- Face masks will be provided and are required and while riding in the vehicle.
- If re-boarding the vehicle, sit in the same seat, or your assigned seat, each time.

PROGRAM CONSIDERATIONS

MORNING ROUTINE

8:00-8:45 AM BEFORE CAMP CARE

- Campers & Staff arrive, wash-in, check-in per DROP OFF PROCEDURES
- Campers are assigned to chairs or picnic tables in tent, distanced seating
- Staff conduct distanced games/activities until group staff arrives then escort or direct early campers to group spaces.

9:00 AM CAMPER ARRIVAL

- See DROP OFF PROCEDURES
- Campers will proceed to check-in tables sorted by division: Younger, Middle, Older, for official sign in. (Coordinators/Specialists[?] and Shannon service the check-ins)
 - Check-in Station will have three counselors (specialists), one for each division—YD, MD, OD, and with daily attendance sheets.
 - Check-in staff will be masked and face-shielded
 - Each check-in counselor will have a Master List with Bird Group designations and Group Packets with attendance sheets for each group, plus a Staff List.
- Specialists otherwise unassigned will escort/direct campers to group spaces.

MORNING CHECK-IN FOR STAFF

- Staff arriving in their own cars, by bike, or by foot will be health screened by one of our screening staff in the lower (formerly bus parking) or upper camp (near mini golf) parking areas.
- Staff will proceed to Wash In station on the east end of the lower restroom building for handwashing.
- Staff will check-in at the check-in station and proceed to either their designated table in the tent or their designated group housing location.

GATHERING IN GROUP SPACES

- Each group will be assigned an indoor room space in the upper or lower coop buildings, platform tent, or lean-to.
- Each camper space will be furnished with benches and chairs, a broom, and a spray bottle of bleach disinfectant for occasional use, e.g. before and after lunch, or any activity conducted at the picnic table; after any equipment use.
- Each camper space will have CDC signage reminding all to practice healthy habits to prevent the spread of germs.
- Each camper group will have a picnic table outside and near their indoor space serving as a lunch table and for general purposes.
- Indoor spaces and picnic tables will be sprayed with bleach solution at the end of each day and left to dry in the outdoor ambient air.

RAGGED START FOR GROUPS

- Group Leaders and Counselors will gather any early arriving campers and move to their designated areas at 8:45 AM.
- Staff will be provided a variety of ideas for activities or meaningful conversation starters to engage campers until everyone has arrived and the morning commencement meeting is called.

9:10-9:20 AM MORNING CAMP MEETING IN THE FIELD

- The Camp PA system will summon campers and staff to the morning commencement meeting on the sports field.
- Camper groups will gather in distanced units with their counselors; backs to the sun, facing the hay-wagon stage set up at the foot of the hill beneath the big swing.
- The Younger Division groups will be closest, the Middle and Older Division groups will be placed subsequently.
- A portable PA system will be used from the stage to allow for sound reinforcement to the distanced groups on the field. Two distanced microphones on stands will be set up on the hay-wagon to allow for the MC and guest speakers to address the camp.

9:30 MORNING ACTIVITIES BEGIN

AQUATIC FACILITIES OPERATION

The novel coronavirus SARS-CoV2 is not waterborne. There is no current evidence that COVID-19 can be spread to people through the water in a pool, hot tubs, spas, or water play areas. Proper operation and maintenance of pools and related facilities will likely inactivate the virus in the water. The Centers for Disease Control and Prevention (CDC) states “there is no evidence showing anyone has gotten COVID-19 through drinking water, recreational water, or wastewater. The risk of COVID-19 transmission through water is expected to be low.” However, it is important to follow safe physical distancing and proper hygiene practices at lake and pond recreational areas.

BATHHOUSE OPERATION

- The bathhouse has been modified to accommodate two different groups in separate changing rooms with discreet entrances—two boys’ rooms and two girls’ rooms. Each can accommodate up to ten campers though is rare that any cohort will be single gendered.
- There will be a pool staff member or group staff member of each sex on call every ten minutes for groups that need supervision in the bathhouse if their counselor is of the opposite sex. These extra “team” members will wash their hands upon entering/exiting the bathhouse and wear a cloth mask while inside the bathhouse.
- Camper groups are scheduled into the bathhouse changing rooms in waves.
- There will be two “waiting stations” in the field outside of the bathhouse (Ropes course side) where the two “next groups” can patiently wait.
- There will be communication between the Group Leader in the bathhouse with the group leader of the next scheduled group, who will be waiting outside with their group.
- Each group will have 10 minutes of allotted changing time both before and after swim times.
- After changing, groups will put all of their belongings in their backpacks, and then deposit backpacks in their designated meeting spot on the pool side of the hill.

- Groups will not be allowed to leave the bath house until ALL members of that group are changed and ready to go. Will leave and enter the bathhouse as a group.
- To decrease overlap, specific groups will be instructed to get changed in our lower restroom facilities.
- In the morning Older Division campers will be asked to arrive to in their bathing suits to facilitate changing for the first morning swim time.
- If a camper from a group in the pool needs to use the bathroom during while another group is changing, they will be provided a mask by a member of the pool staff. Masks will be washed every evening.
- If the schedule needs to be adapted due to increased number of groups, “out-houses” or tents for changing purposes will be created in the field between the ropes course and the bathhouse.

SWIMMING

SWIM LESSONS

All groups will have 30 minutes allotted to them each morning to swim. Due to the required cohorting of groups we will not be able to comingle campers into swim level groups. Therefore, in the morning swim times, we will alternate days of Red Cross swimming lessons with days of free swim periods. Some groups will have their swimming lessons on Tuesdays/Thursdays while others have a free swim, and vice versa. All groups will have a total of 4 or 5 swimming lesson periods over the course of a two-week session. Those who need extra attention and instruction in the pool will have either a Water Safety Instructor as their teacher, or we will train their specific group leader, especially with the younger children, on how to teach their swim level and keep an extra eye on them.

- All group staff members will receive extra training during the preseason in the area of Water Safety Instruction in order to ensure that the pool is a safe environment for all.

FREE SWIM

- A schedule has been devised where starting at 1:00 (end of camp meeting) and running through the end of the day, there will be a chain of groups (two at a time) going for free swim. Some free swim periods will overlap, but bathhouse times will not. All groups will be allotted 40 minutes of free swim time.
- Pool furniture will be set up with groups physically distanced from each other.

ACTIVITIES

GROUP COUNSELING CONSIDERATIONS

- Group Leaders and Counselors will need to keep their group members relatively autonomous.
- When playing “with” another group a 6’ physical distance must be maintained between members of your group and members of the other group(s)
- Review the packets of “DISTANCE GAMES FOR SMALL GROUPS” grouped by grade level for activities that can be played indoors or out, with a group of 10 or less, and with multiple groups outdoors. These can be helpful with before and after camp care, helpful in the morning while waiting for everyone to arrive before your group’s opening meeting, and as teambuilding icebreakers in your early-week group meetings.

CONVERSATIONS

In addition to the conversation starters, briefing and debriefing ideas from our staff manual that we covered in pre-camp training, we need to be ready for the following:

- Encourage campers to talk about how they are feeling. Tell campers they can ask you any questions and make yourself available to talk and listen.
- Be calm and reassuring; be careful not only about what you say but how you say it.
- Be a source of comfort.
- Listen for underlying fears or concerns. Ask questions to find out what a concerned camper knows about COVID-19.
- Let campers know that fear is a normal and acceptable reaction.
- Provide only honest and accurate information. Correct any false information they may have heard. Note: Make sure to be considerate with campers when correcting any information.
- If you do not know the answer to a question, say so. Do not speculate. Find answers by visiting the CDC website or consulting the camp directors.
- Make sure campers know how the virus can spread and how to prevent it from spreading.
- Talk about what the camp is doing to protect campers from getting sick.
- Tell campers that even though the COVID-19 pandemic is serious, hospitalizations and death are rare, especially in young healthy individuals.
- Let campers know that teens and children seem to get a milder illness when compared to adults.
- Speak in age-appropriate language:
 - *Early elementary school aged children:* Provide brief, simple information that balances COVID-19 facts with appropriate reassurances that adults are there to help keep them healthy and to take care of them if they do get sick. Give simple examples of the steps they make every day to stop germs and stay healthy, such as washing hands. Use language such as “Adults are working hard to keep you safe.”
 - *Upper elementary and early middle school aged children:* This age group often is more vocal in asking questions about whether they indeed are safe and what will happen if COVID-19 spreads in their area. They may need assistance separating reality from rumor and fantasy. Discuss the efforts national, state, and community leaders are making to prevent germs from spreading and keep people healthy.
 - *Upper middle and high school aged children:* With this age group, issues can be discussed in more depth. Refer them to appropriate sources of COVID-19 facts. Provide honest, accurate, and factual information about the current status of COVID-19.
- Reduce stigma, especially against individuals of Asian descent and those who have traveled recently.
- Direct campers with questions you cannot answer and/or fears you cannot assuage to administration, or nurse.
- Have follow-up conversations with campers who have asked questions or expressed concerns.

POSTERS/SIGNAGE

- Keep your eye out for posters and signs around camp and use them to remind yourself and your campers of best habits for preventing the spread of germs.

ARCHERY

Pending publication

ARTS AND CRAFTS

- Groups will wash hands at hand washing trough by main bathroom facility before arrival.
- Groups will sit at table in chairs that will be sanitized before and after use.
- Arts and Crafts specialist will provide “special kit” to each group that will not be used with other groups.
 - If extra materials are needed for the specific project, the specialist or the group’s counselors will sanitize hands and retrieve said materials.
- Specialist will remain six feet separated from the group to demonstrate and explain activities.
 - If hands-on explanation is required, the group’s counselors will be instructed to execute the task.
- Materials will not overlap group-to-group.
- Area will be sanitized between each group.
- Planning period will be scheduled for the end of each day in order to gather materials for the next day
- Materials will be sanitized at end of each week

SPORTS

- Campers and counselors will wash-in at hand-sanitize at station upon entering the sports area.
- Group will sit on benches six feet from the sports specialist and hand-widths apart from each other.
- Items used will be cleaned using bucket of soap/water and left out to dry
 - Items will not be reused by consecutive groups
- Sports specialist will maintain a physical distance of six feet from the group members and counselors at all times as much as possible
 - Specialist may still participate actively with the group from a distance
 - E.g. throwing a ball back and forth
- Sports specialist will sanitize before and after every group

CHALLENGE

- All participants and counselors will “wash-in” at hand sanitizing station or handwashing trough upon arrival.
- Facilitators will remain six feet distant from the group as much as possible
 - Will have masks in case they need to breach
- If spotting is necessary, it will be the facilitators job to explain, but the group counselors’ job to execute
- All materials will be washed thoroughly after use
 - Materials will not be used more than once per day to diminish overlap of groups

HIGH ROPES COURSE

- Groups will wash-in at bathhouse handwashing trough before entering the ropes course.
- Ropes course facilitators will wash hands before and after each group at the bathhouse trough.
- A hand-sanitizing station will be affixed to the ropes course gear shed for use during the activity.
- Ropes course facilitators will wear neck buffs that easily slide up and down to cover face without interfering with helmets.
 - Facilitators will keep a six-foot distance when possible
 - When not possible staff will pull buff up
- Facilitators will have designated harnesses and helmets for themselves
- Harnesses and Helmets will only be used once in a day
 - Staff will wash afterwards and dry overnight
- Areas of the course will only be used once per day with no overlap of groups.
 - Areas will be cleaned by the operating facilitator after use.
- High-touch hardware, handholds, cables, etc., will be bleach-sprayed.
- Equipment will be washed using soap and water with no chemicals