

## COVID 19 SAFETY PLAN

Activity: HANC Camps

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### What sort of activities are you planning for this program?

Nature lessons, science experiments, craft project, outdoor hikes & games, cooking activities.

### What are your minimum and maximum number of participants?

Min 6, Max 12

- How many spectators would you expect for your activity (parents etc.)?  
No spectators
- What mitigation steps will you take regarding spectators?  
None required

### How will you ensure social distancing during your program?

- How will you ensure 6 feet of distance between participants?
  - Indoor activities (downstairs) will take place at 6' tables with one camper stationed at each end and tables arranged at least 6' apart (one chair per station, one labelled station for each camper the whole week). Also, 6' squares will be taped on the floor, at least 6' apart, for standing activities.
  - Upstairs activities (take steps, not elevator, 6' distancing en route) will have carpet circles for each camper placed on the floor at least 6' apart and/or 6' squares will be taped on the floor for standing activities.
  - Cooking activities (downstairs) will be modified to have individual recipes at table stations when possible. If larger batches are necessary, campers will take turns (called one-at-a-time from their tables) at counter stations set at least 6' apart (more info about shared items below).
  - Outdoor activities will have spot markers on the ground, 6' apart, for stationary activities and games; hikes will implement "Eagle Wings" method of spacing out with outstretched arms.
  - Two staff will conduct each camp and will maintain social distancing during programs.
- How will you handle drop off/pick up?
  - Standing spots with signage will be set up 6' apart on pavement by HANC front doors (which will be locked).
  - Campers & parents will be instructed to stand in line on a spot, advancing when those in front move up a spot.

-A check-in table will be placed at the bottom of the steps with a standing spot marked 6' away. The support staff-person will check in campers, take paperwork (in a tray), answer questions, etc., and will instruct parents to leave via lower path. Campers will be directed to a standing spot beyond the concrete slab by back door (visible from table position).

**-Parents will be asked each morning if they checked their child for listed and displayed Covid-19 symptoms.**

-One staff-person at the back door will admit campers inside from the standing spot, have them use hand sanitizer and put on their face mask, and then direct them to their table station. An independent activity will be placed at each station during check-in and indoor staff will supervise campers.

-Pick up will have the same setup – each parent will check in at the table, advance to the spot by the door, and will give their child's name to the indoor staff-person. Campers will be called one at a time to join their parent and will be directed to leave via lower path.

- Does weather impact your planning? If so, what is the contingency plan?  
Not really – standing spots will be set under the overhang by front doors. If it's pouring or storming, we can put up a pop-up tent for more shelter.

- Will you require your instructors to wear masks? Who will provide them?  
Yes, as directed in Department protocols (we will provide one cloth mask per staff-person):

Instructors will be required to wear a mask when checking-in/checking-out participants, while performing any form of first-aid, during cleaning and disinfecting procedures, and during any program held indoors. If staff are not performing these activities, and if the activity is being held outdoors, staff will not be required to wear a mask. **Instructors AND participants** are required to wear masks during the indoor part of the program.

### **What cleaning will take place before, during and after the course?**

Daily cleaning and disinfecting by:

-All downstairs high touch surfaces (counters, table tops, chairs, door handles, chairs, program supplies) – *HANC staff, after each day's program*

-Counters and/or supply tables disinfected between activities – *HANC staff as needed*

-Upstairs and downstairs bathroom disinfecting - *HANC staff/volunteers end of each day/prog*

-Upstairs and downstairs bathroom cleaning & disinfecting - *Lin Cleaning Service every morning (in addition to sweeping and mopping floors, dusting and vacuuming, collecting trash).*

-All front desk & upstairs public areas high touch surfaces (door & drawer handles, chair arms, desk top, phone, display carts, etc.) – *HANC staff/volunteers end of each day*

-Office & upstairs kitchen high touch surfaces (door & drawer handles, keyboards, phones, office machines, chair arms, kitchen faucet, counters, fridge handle, etc.) – *HANC staff/volunteers end of each day*

Cooking programs:

-Dishes, utensils, pots & pans will be washed with soap & water, rinsed, and submerged in a bleach/water solution for recommended time, then air dried - *HANC staff, as needed and after each day's program*

-Counters and/or supply tables disinfected between activities – *HANC staff, as needed*

-Kitchen faucet & handles, stove top & counters, cabinet, stove & fridge handles, etc. – *HANC staff end of each program*

- How is it tracked?
  - Daily checklists for each area

### **What objects could be touched by multiple participants during your course?**

#### General

-Door handles, bathroom fixtures, light switches, counter tops, cooking utensils, limited program materials (*frequent use of hand sanitizer/hand washing will be encouraged*).

#### Nature Lessons

-Each camper's table station will have its own basket with (sanitized) writing utensils, art supplies, etc.

-Provide small sets of (sanitized) hands-on items (sorting, matching, etc.) to each camper; discussions can take place across table with tablemates

-Items for display can be walked around by instructor to show each table or placed on center, no-touch zone for discussion

-Paper items can be organized into individual packets for each camper and placed at each table station before each camp day.

-Hand sanitizer use will be required before touching any item shared with other campers.

#### Cooking

-Adapt recipes where possible to use individual amounts for each camper (like our ice cream activity)

-In addition to hand washing before cooking, require gloves and face masks for shared cooking activities. At counter stations, each camper (at their turn) would put on face mask, use hand sanitizer and put on gloves before touching shared containers or utensils

-Instead of passing shared containers around a table for adding and mixing ingredients, set up counter stations (noted above) where campers can take turns (remaining campers would have an individual activity or nature video to watch or work on between turns).

-Use individually packaged ingredients whenever possible (like individual yogurts rather than one large tub).

-Items that are cooked are not handled after cooking, distributed to each camper using gloves, utensils, etc.

-Use paper plates & disposable flatware for eating foods.

## **What is your protocol if an instructor becomes ill prior to the course?**

As directed in City of Roseville protocols:

- Employees are expected to monitor their health conditions prior to leaving their home for work. This includes a self-assessment of the following symptoms: temperature, cough, sore throat, respiratory issues, body aches, fatigue, headache, and/or diarrhea that cannot be explained by any other medical issue the employee is experiencing.
- Employees are responsible for notifying their Supervisor if they are experiencing symptoms and are unable to work, or if they must leave work subject to this policy.
- If an instructor is experiencing symptoms and is unable to work, supervisor will contact reserve summer staff to arrange a substitute instructor for the program.

## **What is the plan if an instructor becomes ill with COVID symptoms during the course?**

As directed in City of Roseville protocols:

- IF SYMPTOMS APPEAR DURING THE WORKDAY: An employee should immediately notify their supervisor that they must leave work, gather their things and proceed to the nearest exit from their workstation. The supervisor should step in and/or recruit an immediate replacement for the departing employee.
- Supervisors should follow the procedures outlined in the Supervisor Guidance for Exposure to Presumptive or Confirmed Cases.
- IF AN EMPLOYEE CANNOT IMMEDIATELY LEAVE WORK: For example, if someone gave them a ride to work, the employee should gather their things and self-isolate in the following locations based on their work location:
  - Harriet Alexander Nature Center: Employees should exit through the [closest exit]... and proceed on the lower path to the picnic shelter near the parking lot or go to the single bathroom (closest to elevator) on the lower level to self-isolate away from others. The employee should avoid touching any unnecessary surfaces, chairs, handles, or other items while waiting in the room. If an employee self-isolates in the single bathroom, they must notify their supervisor immediately so the bathroom can be disinfected before being used again.
- Implement notification of other program parents & HANC staff according to City of Roseville Notification Criteria.

## **What is the plan if a participant becomes ill during the class?**

- Participant will be moved into the downstairs bathroom closest to elevator until picked up by parent/guardian and will be monitored by Support staff-person (will have access to Kleenex, soap/water/paper towels and a mask).
- Parent/guardian will be called for immediate pick-up.
- Bathroom will be disinfected (as noted above) following pickup.
- Implement notification of other program parents & HANC staff according to City of Roseville Notification Criteria.