

## Policies and Guidelines for Summer Camp Programs

At Helen Day Art Center, we understand that for many of you this summer will not look as it normally does. In order to help us maintain health and safety standards requirements and physical distancing directives while providing a creative, fun, and enjoyable summer camp experience, we ask you please review and agree to the following policies and guidelines:

For our part, the Art Center staff will:

- Complete VOSHA training before summer camp programs begin. Completion certificates can be supplied upon request.
- Wear a mask or cloth face covering at all times during the summer camp program.
- Post signs at all entrances and shared spaces clearly indicating that no one may enter if they have symptoms of respiratory illness and masks are required at all times.
- Ensure that children wear a face covering or mask and maintain physical distancing at a minimum of 6ft at all times throughout the day.
- Ensure that hand washing stations and/or hand sanitizer is available in every area.
- Post signs near sinks and in bathrooms describing handwashing steps and healthy hand hygiene.
- Disinfect all shared spaces (bathrooms, check-in area, chairs, tables, etc.) after each use by a child, as well as at the beginning and end of each day, and disinfect all shared materials as they are used throughout the day and at the beginning and end of each day.

Program information and participation requirements

- In-person programming will be held at a maximum of 10 children per program and one in-person program per week to help ensure physical distancing and the health of all.
- Children over the age of 5 will be required to wear a face covering or mask at all times during the summer camp program.
  - Children who have a medical reason for not wearing a cloth facial covering will not be required to wear one.
- Children will be asked to maintain physical distancing at a minimum of 6ft at all times throughout the day.
- Children who arrive from out-of-state need to quarantine for 14 days or be tested at day 7 before beginning summer camp.

### Exhibiting symptoms of illness or COVID-19

- If symptoms begin while at the summer camp program, the child will be sent home as soon as possible. The sick child(ren) will be separated from healthy children and staff contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child(ren) until they leave.
- People with a temperature greater than 100.4 F will be sent home until they have had no fever for 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).
- Materials, tools, toys, and furniture touched by the child who is sent home, will be thoroughly cleaned and disinfected.
- Anyone diagnosed with COVID-19 or awaiting test-results should self-isolate until:
  - It's been 3 full days of no fever without the use of fever-reducing medication, and
  - Other symptoms have improved, and
  - At least 10 days have passed since symptoms first appeared.
- Children and staff will be excluded from camp for the following reasons:
  - Sick for any reason
  - Showing symptoms (outlined below) of COVID-19
  - Have been in close contact with someone with COVID-19 in the last 14 days
  - A cough, fever, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell
  - Fever (temperature higher than 100.4 degrees Fahrenheit)
  - Severe sore throat that lasts more than 48 hours, especially with a fever
  - A significant rash, particularly when other symptoms are present
  - Large amounts of discolored nasal discharge
  - Severe ear pain
  - Uncontrolled cough
  - Diarrhea
  - Severe headache, especially with a fever
- Healthy children and staff with the following symptoms/conditions may attend programming:
  - Allergy symptoms (with no fever) that cause sneezing and a clear runny nose; may stay if they have medically diagnosed allergies and follow medical treatment plans.
  - Well-controlled, mild asthma.
- If COVID-19 is confirmed in a child or staff member, the Art Center will notify staff and parents/caregivers immediately, and provide general information about the situation. Please note that we are required to maintain confidentiality, so personal and private information will not be made publicly available.

### Cancellation or request to leave

- The Art Center considers multiple factors when determining whether or not to hold in-person summer camp programming, including the COVID-19 spread in our community, the availability of staff, and inclement weather. We reserve the right to

cancel in-person programming at any time if we feel that the health and safety of our staff, the children in our care, or the general public is being put at risk.

- If a child is unable to comply with the policies outlined by the Art Center (particularly wearing a face covering/mask or maintaining physical distancing at a minimum of 6ft at all times), the Art Center reserves the right to withdraw a child from the summer camp program.

#### Refunds

- Cancellation by registrant:  
If a child is unable to participate for any reason, registrants may receive a full refund with 2 weeks written notice. The \$50 registration fee is nonrefundable.
- Medical Reasoning:  
If a child becomes ill during a program, registrants can receive a prorated refund if they notify the Art Center in writing and provide a written note from a medical provider verifying an illness. The \$50 registration fee is nonrefundable.
- Cancelled Programs:  
If a program is cancelled for any reason by the Art Center, registrants may receive a full refund.
- Behavioral Reasoning:  
If a child is unable to comply with the policies outlined by the Art Center (particularly wearing a face covering/mask or maintaining physical distancing at a minimum of 6ft at all times) and asked to not return to camp, registrants will not be given any refund.

#### Drop-Off and Pick-Up

- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents should not pick up their children, because they are more at risk for serious illness.
- Parents and designated persons who are self-quarantining due to close contact with a COVID-19 positive individual should NOT do drop-off or pick-up.
- Parents and designated persons should wear a mask when dropping-off or picking-up their child.
- Parents and designated persons will be asked to wait in their cars so that children may enter one at time, then let their child out of the car, waiting while the daily health screening is conducted, and then depart. For pick up, children will be at the sidewalk in the back of the building and parents and caregivers may receive them there.
- Hand hygiene stations will be set up at the entrance of the camp area, so that children can wash their hands immediately upon entry into the camp area.

#### Health Screening

Upon arrival and entry each day, summer camp staff will conduct a Daily Health Check of all children, to include:

- Ask children/parents
  - Have they been in close contact with a person who has COVID-19?

- Do they feel unwell with any symptoms consistent with COVID-19? For example, have they had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
- Make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.
- Conduct temperature screening, using the protocol provided by the Vermont Department of Health, and logging the child's temperature.

### Physical (Social) Distancing Strategies

Physical distancing is still the best way to slow the spread of the virus, and the Art Center will implement the following guidelines during summer camp programs:

- No more than 10 children will be admitted to a single summer program.
- Children will be asked to maintain physical distancing at a minimum of 6ft at all times throughout the day, and 2 teachers will be with children at all times during the camp session to help monitor distancing guidelines.
- All summer camp programs will be conducted outside.
- Children will not share common places (e.g. bathroom, cleaning station, etc.) at the same time and each area that is shared will be disinfected after each use.
- There will be no outside visitors and volunteers except for employees.

### Healthy Hand Hygiene

All children and staff will be required to engage in hand hygiene at the following times:

- Arrival to the facility
- After breaks
- Before and after leaving separate work areas
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After transitioning from one activity to another
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling garbage
- After cleaning

The Art Center follows the guidance recommended by the CDC and the Vermont Department of Health:

- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty,
- Alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- Follow these 5 steps for hand washing or hand sanitizing every time:
  - a. Wet your hands with clean, running water (warm or cold), turn off the tap with a paper towel and apply soap.
  - b. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.

- c. Scrub your hands for at least 20 seconds.
- d. Rinse your hands well under clean, running water.
- e. Dry your hands using a clean towel or air dry them.
- Staff will assist children with handwashing, if needed, and after assisting children with handwashing, staff will also wash their hands.

#### Cleaning & Disinfecting

The Art Center summer camp programs will engage in frequent thorough cleaning and disinfecting each day.

- Bathroom areas, including toilets, handles, toilet paper dispenser, sink areas, faucets, countertops and paper towel dispensers will be disinfected after each individual has finished.
- Frequently touched surfaces (all surfaces where children eat, door handles and handrails, etc.) and objects (shared materials, frequently used equipment including electronics) will be cleaned and disinfected at the beginning, middle and end of each day.
- Materials that cannot be cleaned and sanitized will not be used.
- Individual materials will be stored separately from day to day in individually labeled bins.

#### Communication

Parents/caregivers are encouraged to contact the Deputy Director (973-865-6837; [deputy@helenday.com](mailto:deputy@helenday.com)) or Education Manager (301-221-3881; [education@helenday.com](mailto:education@helenday.com)) at any time about COVID-19 information and questions specific to the program.

Thank you for helping us minimize the risks of spreading the coronavirus.