

UDP&R

UPPER DUBLIN PARKS & RECREATION

COVID-19 HEALTH AND SAFETY GUIDELINES

Changes to this document may occur as policies and guidelines are updated

Operating in Pods: As we continue to interpret CDC, ACA, and PA Department of Health guidance, as it pertains to UDP&R, one of the agreed foundations of a safe and successful program is operating in “Pods”.

Protocols for distancing student desks/seating and other social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible social distancing practices classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day to the maximum extent feasible.

- Develop a schedule so that student and staff groupings are as static as possible by having the same group of students stay with the same staff based on age and developmental level of students.
- Restrict interactions between groups of students.
- Create staggered schedules to limit the number of individuals in classrooms and other spaces. (CDC recommends no more than 25 individuals including staff).
- Establish distances (CDC recommends 6 feet) between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate.
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing. UDP&R’s Pod size will be 10 participants:1 staff; max of 25 persons per active space.

Children and staff must wear masks when a 6’ social distance is not possible, during mask breaks or when eating. We will carry this concept throughout our day in all our routines and procedures. We ask that every parent, sibling, relative and friend that your child comes in contact with, outside of our site, acts responsibly to protect your child and our Upper Dublin community.

Participation – All in-person programs are offered to Upper Dublin Township residents, children of Upper Dublin Township 1st Responders and Upper Dublin Staff, remaining spots will be offered to non-residents one week prior to the start of the program. Virtual programs are open to all.

Pre-season Screening: Staff and participants must pre-screen for a two-week period prior to their first UDP&R on-site day. We are requiring families to document their daily pre-screens on a “Health Screening Form” will be emailed to each participant and will also be available on our website. The form requires you to record the daily temperature of your child. Our protocol temperature must be 100.4°F or below, following the PA Department of health’s worker protection guidance. Please note any COVID-19 symptoms, which include: fever, cough, shortness of breath or difficulty breathing, Diarrhea, Chills, Repeated shaking with chills, Muscle pain, headache, sore throat, new loss of taste or smell

Source: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Symptoms-Testing.aspx>

We urge you to keep your child and our UDP&R community safe by completing the form daily. Completed forms must be emailed to techevarria@upperdublin.net.

Daily Screening: This daily pre-screen must continue for all children and staff throughout the year, prior to leaving their residence. DO NOT come to the site with a temperature above 100.4° or exhibiting any physical symptoms. A ‘Health Screening Calendar’ will be provided to families. It will be similar to the Prescreen Medical Form, complete

this form daily, prior to attending your select program. If your child's temperature exceeds 100.4°, or they are exhibiting physical symptoms, you must keep them at home. The staff may require a doctor's written consent stating your child is clear to return to the site. Email techevarria@upperdublin.net with the health reason you are keeping your child at home.

COVID-19 exposure at a UDP&R Program: It is of the utmost importance that open lines of communication exist between UDP&R and parents, and between parents and UDP&R regarding a person's exposure to COVID-19. The appropriate staff member will reply as soon as possible. Please email Tammy Echevarria, techevarria@upperdublin.net, (215) 643-1600 x3443, immediately if any of the following occur:

- If your child is exposed to someone who has a known or suspected case of COVID-19 (that could be a friend, family member, neighbor, anyone!) do not send your child to the UDP&R program. We will contact you for more information and further guidance.
- If your child has obvious symptoms of COVID-19, do not bring your child to the UDP&R program. We will contact you for more information and further guidance.
- If your child has a confirmed case of COVID-19, do not bring your child to the UDP&R program! Policy currently dictates that you must quarantine at home and a negative test must be provided in order to return to the program.

In the event a child or staff in your child's Pod has had a possible COVID-19 exposure, we will contact you immediately by email. We will not disclose the name of the child or staff, maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Other children in the Pod may continue to come to camp and will be closely monitored by the staff.

In the event a child or staff in your child's Pod has a confirmed case of COVID-19, parents of children in that Pod will be emailed and called immediately. Anyone who may have had close contact with a person diagnosed with COVID-19, will be advised to separate themselves, self-monitor for symptoms, and follow CDC guidance if symptoms develop. Credit will be issued for missed days under these circumstances.

If staff or participant(s) develop symptoms after admittance to a program, they shall be separated from their Pod until pick-up by a parent or guardian. The other participants shall be removed from the space in which the sick participant was located. The room shall then be sealed for at least 24 hours, ventilated if practical, after which it shall be cleaned and disinfected by staff.

The Montgomery County Department of Health will be notified in the event a participant or staff member becomes ill with COVID-19.

Free diagnostic testing for COVID-19 is available locally at urgent cares and pharmacies. Generally, a physician's order or telemedicine consultation is required prior to the test.

Promoting Behaviors that Reduce Spread - Staying Home when Appropriate -

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html#discontinue-isolation>

Site arrival: This year we are staggering arrivals for families to help minimize congestion at the drop off area. Drop off will take slightly longer than usual because of the screening procedures. We asked you to select a drop-off time at the time of registration. All details will be confirmed 1 week prior to your child's first day with UDP&R. We will allow some flexibility based on individual situations. Arrivals before 8am will not be permitted. When you pull up to the drop off point, drivers MUST stay in the vehicle, and a gloved and masked greeter will open the passenger side door and take the temperature, using an infra-red thermometer, of all participants in the car. Children passing protocol will be provided with hand sanitizer and then instructed to join their Pod.

Children exhibiting an Elevated Temperature or Obvious Symptoms: A child with a temperature above 100.4° will be asked to remain in the vehicle and be directed to the “waiting area” of the parking lot for an additional screening by the staff. Our staff will re-take temperature and screen for physical symptoms. If cleared by the staff, the child will sanitize hands and join their Pod. If a child is not cleared, they will be required to return home. No credit will be given for that day. To be admitted back into UDP&R, the staff may require a doctor’s written consent stating the child is cleared to return to UDP&R.

Vehicles: We ask parents providing transportation to sanitize door handles and interior items, such as seat belt clips and harnesses on car seats that greeters may come in contact with, before arriving on site. Greeters will be gloved and masked. Drivers MUST stay inside the vehicle and ALL children should exit the vehicle on the passenger side. As a reminder, the speed limit is 5 mph in the parking lot.

Seat Belts: Most participants will be expected to unbuckle at drop off and buckle up at pick up, without assistance. If greeter assistance is required, staff will use disinfectant wipes to sanitize buckle mechanisms before assisting children.

Lunch: We will have flexible lunch periods for each Pod to aid with maintaining appropriate distancing. Disposable lunch bags are required this year – no reusable lunch bags or containers for food storage will be permitted. All uneaten food will be thrown away. There is a refrigerator onsite for storage until lunch. If there are any health changes you will be contacted for immediate pick up.

Snack: Children must bring their own disposable water bottles and snacks each day.

Dismissal/Parent Pick-up: Vehicles will be directed to enter the main parking lot and follow staff directions, (a map will be emailed the week prior to your child’s arrival at camp). Drivers MUST stay in your vehicle and stay in vehicle line. Signs will mark pick-up and drop-off areas. Vehicles need to display child(s) name card. Dashboard cards will be distributed on the first day of your child’s attendance. Please be patient with us and your fellow parents. Follow signage and directions of staff.

Activities: Some of our day will be outdoors, so participants should dress appropriately, bring a hat and sunscreen. Activity supplies will be distributed to each individual participant, where feasible, limiting the number of shared objects. Shared objects will be cleaned and sanitized after each use, when possible.

Physical Distancing: 6' physical distancing shall be maintained by:

- o Having staff monitor and remind participants to keep space
- o Utilizing outdoor spaces
- o Physical markers indoors
- o Having participants sit at least six feet apart from other participants
- o Eliminating games and activities requiring close proximity

Inclement Weather Policy: Our goal is to provide as complete a program as possible. We do have plenty of indoor/semi indoor space to safely absorb a few showers or quick afternoon storm. Children should bring rain gear on rainy or rain threatened days. We will keep children active and stimulated. Please be patient and follow directions of the staff. In the event that UDP&R has to close due to inclement weather, participants will be called and sent an email. There is no refund for missed days due to inclement weather.

Cleaning and Sanitation: Our staff will be trained to incorporate sanitizing practices within their work area or Pod. We have hired additional staff to provide regular and frequent cleanings of highly touched surfaces, such as tables, chairs, door handles, sink handles and drinking fountains. All indoor areas, bathrooms and comfort areas will undergo extensive cleaning each evening. Products will meet EPA disinfection criteria and will be stored in locked maintenance closets. Cleaning products will not be used near children and adequate ventilation will be maintained while in use. Gloves will be used when removing garbage bags or handling/disposing of trash. Hands will be washed after removing gloves.

Hand Hygiene and Respiratory Etiquette: Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among participants and staff.

If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer) Encourage staff and campers to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

Backpacks: At this time, few personal items should travel between home and UDP&R. Labeled backpacks are necessary for participants to transport school supplies, laptops, books, pens/pencils, sunscreen, water bottles and lunches. We will store participant's bags/personal items in individually marked cubbies/lockers. We will require that you sanitize both the inside and outside of the backpack daily, before packing. Best practices are that items brought to the site should be extremely limited. **Soft (Porous) Surfaces -** For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning: Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.

Masks/face coverings: All staff and participants must wear face coverings during child care and Educational Support operations unless they fit one of the exceptions included in Section 3 of the Secretary of Health's Universal Face Covering Order. Please consult Department of Health guidance on homemade masks.

The Department of Health recognizes that getting younger children to be comfortable wearing face coverings and to keep them on may create some difficulties. Under these circumstances, parents, guardians, licensed child care providers in community-based and school settings or responsible persons may consider prioritizing the wearing of face coverings to times when it is difficult for the child to maintain a social distance of at least six feet from others who are not a part of their household. Ensuring proper face covering size and fit and providing children with frequent reminders and education on the importance and proper wearing of cloth face coverings may help address these issues.

Any participant who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and children who would be unable to remove a face covering without assistance are not required to wear face coverings. Individuals who are communicating or seeking to communicate with someone who is hearing impaired or who has another disability, where the ability to see the mouth is essential to communication, also are not required to wear a mask. Other face coverings, such as plastic face shields, may also accommodate such disabilities.

Additionally, child care and summer programs may allow children to remove their face coverings when they are:

1. Eating or drinking when spaced at least six feet apart;
2. Seated at desks or assigned learning or play spaces at least six feet apart; or
3. Engaged in any activity at least six feet apart (e.g. face covering breaks).

As of Monday, July 13, 2020, ALL participants MUST wear face coverings, unless you meet one of the above-mentioned exceptions. If a medical condition exists, please provide the appropriate documentation by emailing, techevarria@upperdublin.net.

We will continue to encourage social distancing and outside play as much as possible, but when not possible, masks must be worn. Greeters will wear masks at arrival/departure times.

Information on proper use, removal, and washing of cloth face coverings can be found:
<https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Note: Cloth face coverings should not be placed on: Anyone who has trouble breathing or is unconscious; Anyone who is incapacitated or otherwise unable to remove the cover without help

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.

Pods: Smaller group size will enable us to manage program and facilitate COVID-19 guidance. Maximum Pod size is 10 participants:1 Education Support Assistant. Active spaces will be limited to 50 participants. Participants will be grouped by grade, where feasible.

Calendar and Daily Schedule: The calendar and daily schedule are still being developed.

Signage: COVID-19 infection prevention signage shall be posted at various locations throughout the camp.
Example: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

COVID-19 Point of Contact is Tammy Echevarria, 215-643-1600 x3241 or techevarria@upperdublin.net. Please feel free to contact Mrs. Echevarria with any questions or concerns.

LOOKING AHEAD... As Montgomery County moves forward, we may ease some of the restrictions and modify procedures. In the event that Montgomery County returns to the Red Phase, this program will not be permitted to remain open.