



Summer Knights COVID-19 Prevention and Response Procedures

If you have any questions about the information contained in this document, please contact skdirector@smrhs.org.

Below are the policies and procedures for COVID-19 prevention and response for Summer Knights at St. Mary's Ryken High School.

BEFORE ARRIVING TO CAMPUS

Before arriving on campus, each camper must have the following:

- Each camper must have a completed COVID-19 Health Questionnaire and Waiver Form completed by parent(s)/legal guardian(s) submitted prior to arrival on campus.
- Summer Knights staff will review and screen all COVID-19 Health Questionnaires and Medical History information
 - Anyone under the age of 5 or over the age of 64 must have medical clearance to attend Summer Knights
 - Anyone with underlying medical conditions that are considered high-risk for severe illness if they contract COVID-19 by the CDC must have medical clearance to attend Summer Knights
 - Chronic lung disease
 - Moderate to severe asthma
 - Serious heart conditions
 - Compromised immune systems
 - Severe obesity
 - Diabetes
 - Chronic kidney disease
 - Liver disease

Before campers arrive on campus, Summer Knights will ensure the following has been completed:

- Ensure all facilities have been properly disinfected and sanitized according to CDC guidelines
- Create a plan that enforces social distancing and safe practices for all aspects of Summer Knights including:
 - Camper drop-off and pick-up
 - Medical examinations

- Restrooms
- Create appropriate social distancing spacing for:
 - Parking lot
 - Assign designated parking spots for staff that safely spaced (2 parking spaces between each car)
 - Assign designated parking spots for guest/non-staff members (2 parking spaces between each car)
 - Camper Drop-Off
 - Designate a drop-off zone with minimum 6 feet distance between cars
 - Camper Pick-Up
 - Designate a pick-up zone with minimum 6 feet distance between cars
 - Camper Medical Check-in
 - Campers will complete a temperature check upon arrival.
 - Restrooms
 - Designate bathroom stalls/urinals, and sinks to for use that are at minimum 6 feet apart
 - Medical Facility
 - Designate medical office with treatment tables that are at minimum 6 feet apart
 - Designate a quarantine space for any suspected medical condition related to COVID-19 until camper is picked up

ARRIVING ON CAMPUS

The following are procedures for campers arriving on campus:

- Information will be sent to campers with drop-off instructions
- Summer Knights signs and staff will direct campers and parent(s)/legal guardian(s) as they arrive on campus
 - Pull onto campus
 - Drive down to aisle 5 of the parking lot
 - Wait in line on right side of the road, along the curb (DO NOT PARK)
 - When signaled to, pull your vehicle up to the entrance of the Donnie Williams Center
 - Camper exits vehicle from the passenger side and walk to the courtyard area of the Donnie Williams Center
 - If the camper has any medication, the camper will hand it to the Summer Knights Health Officer upon exiting the vehicle
 - Campers will wait in line for temperature check and symptom screening
 - Keeping 6 feet apart at all times, following markings on the ground
 - Once temperature is checked and cleared, camper will follow line to enter the Donnie Williams Center and sit in designated section of the bleachers

If any camper or staff member is sick:

- No sick camper or staff member may attend camp

- Any person having a fever of 100.4 degrees F or higher
- Any person displaying any symptoms of illness, specifically the COVID-19 Symptom Checklist
- Any camper found to be identified as sick may not participate in camp until cleared by physician **and** have been quarantined for 14 days since checked by Summer Knights Staff member, and also been symptom free for 3 days without the use of medication
- Any camper or staff member who lives in a household with someone who has symptoms of COVID-19 is not allowed to participate in Summer Knights until quarantined for 14 days at minimum
 - Refer to CDC guidelines for safe quarantine protocols
 - Ensure COVID-19 case is reported to local health department and follow any and all directions prescribed by the health department.

DURING CAMP

Each camp must follow designated social distancing and safe practices.

- All campers and staff must wear a face mask
 - Exception for sports camps who can take mask off during physical exertion but must put back on during breaks and coach talks
- All campers and staff must form groups of 15:
 - All groups must remain the same for the duration of camp
 - No mixing the campers/staff between groups
 - No allowing the groups to intermingle
 - Siblings will be kept together as much as possible
- Equipment cleaning
 - All equipment must be cleaned and disinfected following CDC guidelines with EPA approved disinfectant
 - Clothes and protective equipment will be cleaned and disinfected daily
 - Sports specific equipment must be cleaned periodically throughout the camp
 - Shared equipment (e.g., soccer balls, baseballs, footballs, etc.) must be cleaned and disinfected every hour.
 - Campers and staff who used shared equipment should wash hands frequently
- Bathroom Policy
 - To promote social distancing, camps will have designated restroom breaks. Campers are encouraged to use the restroom at home before camp and during designated times.
 - Each camp and groups within camps will have a designated time for bathroom use
 - Campers will be escorted to the bathroom in the Donnie Williams Center and must have masks on during the break
 - Maximum 3 campers in the bathroom at one time
 - Hands must be washed following CDC guidelines

- For campers waiting
 - Wait outside the bathroom in line
 - Line will be labeled with minimum 6 feet apart zones
 - All high touch areas in the bathroom will be cleaned and disinfected by a Summer Knight staff member after each group uses the bathroom
- Water
 - All campers must bring their own personal water bottle that is clearly labeled with their name
 - Campers are encouraged to bring more water than you anticipate needing to minimize the number of refills
 - During designated times, campers will be escorted into the DWC where they may fill up their water bottle from a sensor water station
 - All campers must wait in a line at maintain 6 feet apart at all times (lines will be taped on the ground)
- Cleaning Procedures
 - All equipment, both shared and personal, will be cleaned periodically throughout the day with EPA approved cleaning disinfectant (approximately every hour recommended)
 - Campers should not share personal equipment
 - Any shared equipment will remain with individual group for the duration of the camp
 - All common surfaces will be cleaned and disinfected periodically throughout the day
 - Door handles, hand rails, sink faucets, desks, etc.
 - All cleaning and disinfecting will be properly documented
- Personal Hygiene
 - All camper and staff member will follow appropriate personal hygiene practices as mandated by the CDC
 - Hand washing/Alcohol-based hand sanitizer
 - Wash hands or use alcohol-based hand sanitizer following CDC guidelines (posted near all hand washing stations)
 - When to wash/disinfect hands
 - Before eating food
 - Upon entering a building
 - After using restroom
 - After using common items and shared equipment
 - After sneezing, coughing, or blowing your nose
- Medication
 - Any camper that has medication that needs to be taken during Summer Knights camps must provide documentation signed by healthcare provider

- Summer Knights Health Officer will bring medication to camper during designated time for administration
- If there is an emergency and the camper needs medication, they will notify their camp supervisor to contact the Health Officer who will bring medication to camper

AFTER CAMP

The following are procedures for campers after camps are done:

- Pre-determine where campers will be picked up with Summer Knights
- Ensure all social distancing policies are being enforced and followed
- For pick-up:
 - Communicate with parent(s)/legal guardian(s) of where pick-up for camp will be
 - Have cars line up in as directed with a designated pick-up spot
 - Once parent arrives, confirm parent/legal guardian identity, allow camper to go to vehicle
- Communicate with parent(s)/legal guardian(s) that all equipment/clothing that the camper used must be properly cleaned and disinfected following CDC guidelines

Injury and Illness Response and Emergency Action Plan

In the event of an injury or illness to occur during camps, the following procedure and EAP must be followed:

- Injury
 - If a camper sustains an injury during camp, medical staff on campus must be notified
 - Medical staff will examine camper on-field/camp location
 - Handle injury on field to the best of their ability
 - If injury needs further attention, camper will be transported to medical facility
 - All medical information must be documented
 - Injury transported to medical facility
 - Camper must wear PPE equipment during this time
 - Proper social distancing must be followed when in medical facility
 - Wear PPE
 - Must be at minimum 6 feet away from other camper(s)/staff
 - All medical information must be documented
- Illness
 - If a camper reports feeling ill:
 - Immediately remove the camper from the area away from other campers
 - Communicate the illness with the medical staff on campus
 - Medical staff will transport the camper to the designated quarantine area and evaluate
 - If reporting any signs/symptoms of COVID-19:
 - Parent(s)/legal guardian(s) will be called to pick-up camper

- Parent(s)/legal guardian(s) will be advised to have camper see a medical provider for further evaluation and testing
- Local health department must be notified of the potential case of COVID-19
 - All health department guidelines must be followed including contact tracing
 - All campers and staff are recommended to quarantine for 14 day minimum and monitor for signs/symptoms of COVID-19
 - Seek medical provider if experiencing signs/symptoms
- Summer Knights will communicate possible case of infection to other Summer Knights camp families while following HIPPA and FERPA regulations
- Camps/facilities will be closed and cleaned/disinfected following CDC guidelines
 - Camps/facilities cannot re-open until cleared to by the local health department
- If reporting any signs/symptoms not related to COVID-19:
 - Parent(s)/legal guardian(s) will be called to pick-up camper
 - Parent(s)/legal guardian(s) will be advised to have camper see a medical provider for further evaluation
 - Parent(s)/legal guardian(s) should closely monitor camper for signs/symptoms of COVID-19
 - Camper cannot return to campus until experiencing no signs/symptoms of any illness
- If confirmed case of COVID-19 arises from camper or staff member of Summer Knights:
 - The group shall quarantine at their homes following CDC guidelines
 - Individuals may not work at or attend until completing self-quarantine and obtaining clearance from the individual's primary care physician
 - Communicate with the local health department and parents
 - Based on consultation with the local health department, the entire facility may be closed based on level of contact and potential exposure
 - Wait 24 hours, then complete extra cleaning/disinfection of the facility, all areas not just high touch surfaces, and wait at least 5 days to bring in the next group.

In the event of an environmental emergency or health situation, Summer Knights will abide by the policies in the Health Program with a few additional policies:

- To limit the need to go indoors, Summer Knights will utilize canopy tents for shaded areas to rest
- Cool baths will be available on the field for body cooling and emergency situations
- All campers and staff must wear a facemask while indoors
- Summer Knights will designate an area for each camp to report to
- Proper social distancing must be enforced with minimum 6 feet apart for all campers and staff

Emergency Action Plan

If you suspect any person to feel ill and/or experience any signs/symptoms of COVID-19, follow the below action plan:

1. Immediately remove the ill individual away from other people and equip PPE (masks)
2. Contact medical staff and camp administration of illness and activate EAP
3. Medical staff will pick-up ill individual and transport him/her to the designated quarantine area
4. Medical staff will conduct evaluation
 - a. If experiencing signs/symptoms of COVID-19
 - i. Contact camper parent(s)/legal guardian(s)
 1. Have camper picked up immediately
 2. Advise the camper to be examined by a healthcare professional
 - ii. Communicate possible case with local health department and follow health department procedures
 - iii. Communicate potential COVID-19 case with other campers' parent(s)/legal guardian(s) and staff
 1. Recommend quarantine for minimum 14 days
 - a. Monitor for signs/symptoms of COVID-19
 - b. Seek medical professional for further evaluation and testing if needed
 - iv. Communicate facility plan on closing and disinfecting procedures of facilities that follow CDC guidelines
 - b. If not experiencing sign/symptoms of COVID-19
 - i. Contact camper parent(s)/legal guardian(s)
 1. Have camper picked up immediately
 2. Advise the camper to be examined by a healthcare professional
 - ii. Camper cannot return to camps until experiencing no signs/symptoms of any illness
5. Clean and disinfect all facilities and equipment following CDC guidelines
6. Document all information regarding illness and response