



DC Summer Programs
COVID-19 Response Policies and Procedures

Note to the Reader:

The purpose of this document is to outline policies and procedures that will be put into place at Delaware County Christian School Summer Programs to contribute to the health and safety of our campers, their families and our staff members in the midst of the COVID-19 pandemic. We do recognize that these policies limit the risk of campers, their families and staff members from contracting virus or other illnesses, but do not eliminate it. It is our goal, as a staff, to uphold these policies to the best of our ability while serving our campers well this summer. As an organization rooted in Christ, we look to God for wisdom and insight into our current world situation and have found continued peace in His guidance to move forward with our summer programs in a responsible manner. These policies and procedures are written in addition to our current camp policies.

Now more than ever, our children need interaction with one another and the joy that interaction can bring. They need the influence of Godly mentors to build upon what is being done in the home to help them process through their feelings and affirm that God is in control, even when we feel out of control.

Isaiah 40:31 states “But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.” May the God of all peace and hope renew our spirit this summer through our camp experience.

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DC Summer Programs : Staff and Camper Guidelines for Facility Use and Cleaning in consideration of COVID-19 Protocols

Camper Group Classrooms:

Classrooms will serve as a headquarters for individual camper groups and their counselor. This space and the equipment within it is reserved for these campers and staff members only. The following guidelines will serve to aid camp staff in keeping surfaces clean and sanitized for continual camper use.

- Use of Desks and Chairs: Each camper will be assigned a desk and a chair for the week. If campers need to switch desks or chairs for any reason, the set they are leaving and the set they are going to must be sanitized before the switch is made.
 - Sanitizing Guideline and Frequency: With counselor supervision, campers will be in charge of wiping the surface using disinfectant wipes every day after lunch and at the end of the day.
- Cubbies: Cubbies will be used to store camper belongings for the week. Each camper will be assigned a cubby for their time at camp. Lunches and water bottles will also be stored here daily. There must be a minimum of three unoccupied cubbies between each campers assigned space.
 - Sanitizing Guideline and Frequency: Counseling staff will use disinfectant spray and wipes to sanitize cubbies at the end of each day at minimum.
- Activity Supplies: Campers and their cohort counselor are permitted to share corporate equipment freely within their cohort. Campers should not be permitted to share personal belongings. Each classroom will be equipped with a plastic container for “used” equipment and “clean” equipment. Before leaving their room each time, campers and staff should deposit all “used” equipment into the correct container so it can be sanitized before its next use.
 - Sanitizing Guideline and Frequency: Counselors should sanitize equipment in the “used” container each time the group re-enters the classroom and place the cleaned equipment in the “ready” container or hand out to campers for use.
- Personal Care: Campers and staff should either wash their hands thoroughly or use hand sanitizer when entering and leaving their classroom for any structured amount of time.
- Social Distancing: Campers and staff members within the same cohort groups do not need to wear cloth face coverings. Social distancing will be promoted when feasible, but is not required for interaction within a cohort group. Campers will be discouraged from excessive physical contact such as hugs and tackling. Counselors will consider the use

of a close face covering when in close proximity to campers within their cohort as an added safety measure.

Gymnasium (includes bouldering wall):

The gymnasium will be used for cohort group activities that require additional space. The gym will be separated into two halves to allow for use by up to two groups at one time. Large group assemblies may be held in the gym utilizing social distancing at a minimum of 8 feet between cohort groups on the bleachers and on the gym floor.

- Equipment Use: Campers and counselors within the same cohort group are allowed to share common equipment while engaging in activities. This equipment must then be placed in the “used” container when that cohort is finished. **Campers must remain out of gym storage closets at all times.**
- Sanitizing Guideline and Frequency: Counseling staff will be in charge of wiping all equipment with disinfectant and placing it in the “ready” bin for use by the next group. In the case of an excessive amount of equipment used, counselors may radio camp cleaning staff for assistance.
- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their gym activities.
- Social Distancing:
 - Campers should maintain proper social distance using provided sit markers on the floor or bleachers while receiving instruction from their counselor or activity leader.
 - During activities, campers within the same cohort may be closer to one another as it pertains to the guidelines for the specific activity.
 - All staff members should attempt to maintain Social Distancing as much as is possible with campers in their cohort.
- General Cleaning of the Gym Space:
 - Commonly used surfaces in the gym will be sanitized a minimum of 2 times/day by our camp cleaning staff. Sit spots on the floor and bleachers should be disinfected by counseling staff after each camper cohort.

Game Rooms: Game rooms are an important part of the camp program, allowing for campers to have social and fun time in the comfort of the indoors. There will be two game rooms this summer to ensure proper cleaning can take place between cohort group usage.

- Equipment Use: Campers and counselors within the same cohort group are allowed to share common equipment while engaging in activities. Equipment used in this area are made primarily of solid surface tables and items that can be easily disinfected.

- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their gym activities.
- Social Distancing: Campers and staff members should, to the best of their ability, maintain a distance of at least 6ft. Distance between individuals. When this is not possible campers are strongly encouraged, and staff members are required to wear cloth face coverings.
- General Cleaning of Game Rooms: Game Rooms will be a part of the daily cleaning rotation for our cleaning staff. Cleaning staff will concentrate their efforts on high touch areas such as game tables, paddles, frisbees, balls, pool cues etc... Any loose equipment used should be placed in the "used" container outside the Game Room before a cohort group exits.

Chapel:

The chapel will be used primarily for Prime Time sessions throughout the day, but may also be used as an alternative activity area when available.

- Equipment Use: Campers and counselors within the same cohort group are allowed to share common equipment while engaging in activities. This equipment must then be placed in the "used" container when that cohort is finished.
 - Sanitizing Guideline and Frequency: Counseling staff will be in charge of wiping all equipment with disinfectant and placing it in the "ready" bin for use by the next cohort. In the case of an excessive amount of equipment used, counselors may radio camp cleaning staff for assistance.
- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their chapel activities.
- Social Distancing: During Prime time sessions, up to two cohorts will be allowed in the chapel at the same time. These cohorts will each occupy one side of the room and chairs/sit spots will be placed a minimum of 6ft. apart to space out campers and staff. The Spiritual Life Director and any counselor in the presence of another cohort must wear a cloth face covering when not on stage or when closer than 6 ft. to any staff member or camper.
- General Cleaning of the Chapel Space: Commonly used surfaces in the chapel will be disinfected a minimum of 2 times/day by our camp cleaning staff. Sit spots on the floor and chairs should be disinfected by counseling staff after each camper cohort.

Art Room:

The art room and supplies will be utilized daily by multiple cohort groups and staff members making it necessary for special attention to be given to this space from a distancing and cleaning perspective.

- Equipment Use: Campers and counselors within the same cohort group are allowed to share common art tools while engaging in projects, although it is preferred that each camper have their own art tools for the entire session. This equipment must then be placed in the “used” container on their table when that cohort is finished.
 - Sanitizing Guideline and Frequency: The art coordinator and counseling staff will be in charge of wiping all art tools with disinfectant and placing them in the “ready” bin for use by the next cohort. The art coordinator may also choose to place disinfected tools on the table in front of each camper chair. In the case of an excessive amount of equipment used, the art coordinator may radio camp cleaning staff for assistance.
- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their art room activities.
- Social Distancing: The art room has a capacity of 12 campers. Two campers at each table sitting diagonally to one another. The art coordinator should have an instructional space marked off where they can give directions to students from a safe distance without a cloth face covering. When exiting that marked space, the art coordinator is required to wear a cloth face covering.
- General Cleaning of the Art Room space: After each group, all art tools, tables, chairs and sinks controls (if used) must be disinfected. Camper Projects should be set aside in a safe area where they can not be accessed by campers and can be organized by cohort groups.

Library:

The library will be used primarily to house the Excel Enrichment Camps. In the absence of these camps, the library may be used as an alternate activity area for cohort groups. **Campers will not be allowed to enter the book stacks or take any books/movies off of shelves. Campers may also not enter the computer lab without permission or use the space behind the circulation desk.**

- Equipment Use: Campers and counselors within the same cohort group are allowed to share common equipment while engaging in activities. This equipment must then be placed in the “used” container when that cohort is finished.
 - Sanitizing Guidelines and Frequency: Counseling staff will be in charge of wiping all equipment with disinfectant and placing it in the “ready” bin for use by the next cohort. In the case of an excessive amount of equipment used, counselors may radio camp cleaning staff for assistance.
- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their library activities.
- Social Distancing: During activities, campers within the same cohort may be closer to one another as it pertains to the guidelines for the specific activity.

- General Cleaning of the Library Space: After the use of the Library, counseling staff should disinfect all used spaces and equipment to ready the space for the next group, If an excessive amount of surfaces and equipment have been used, counselors may radio the camp cleaning staff for assistance.

Playground Spaces (Includes the Outdoor Basketball Court, Gaga Court, 9 Square court and field space):

The two playground facilities on campus will be used by multiple cohort groups throughout each day.

- Equipment Use: Campers and counselors within the same cohort group are allowed to share common equipment while engaging in activities. This equipment must then be placed in the “used” container when that cohort is finished.
 - Sanitizing Guideline and Frequency: Counseling staff will be in charge of wiping all equipment with disinfectant and placing it in the “ready” bin for use by the next group. In the case of an excessive amount of equipment used, counselors may radio camp cleaning staff for assistance.
- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their playground activities.
- Social Distancing:
 - During activities, campers within the same cohort may be closer than 6ft. to one another during free play, however, direct physical contact should be discouraged and excessive physical contact (tackling etc...) not allowed.
- General cleaning of the Playground Space: Free object equipment (ie. balls, frisbees, jump ropes etc.) will be disinfected after each use by counseling staff, utilizing the “used” and “ready” bin system. The permanent structures will be disinfected three times daily using spray solution and cloths or a hydrostatic disinfection machine (if available).

Archery Range:

The archery range will be utilized daily by multiple groups.

- Equipment Use: As equipment allows, campers and staff should be assigned a bow and string to use for the entirety of their time block. If this is not possible, bows and strings should be disinfected between each use. Counseling staff should remove all arrows from targets to limit the amount of contact with the target facing material.
 - Sanitizing Guideline and Frequency: Counseling staff will be in charge of wiping all equipment with disinfectant either after each use or after each session if there is enough for each camper to have their own. Target facings should be disinfected between each group by the activity instructor in charge of archery.
- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their archery range activities.

- Social Distancing: The activity leader in charge of archery should have an instructional space marked off where they can give directions to campers from a safe distance without a cloth face covering and should wear cloth face coverings when a distance of at least 6 ft. can not be maintained.

Outdoor Classrooms:

Outdoor classroom spaces are located by the high ropes course and in the courtyard between the main office and the school building. These spaces will be used as gathering areas to either start or hold camper activities. There will be no bins for “used” and “clean” equipment in these areas as all equipment will be transported to and from the outdoor classroom space by the cohort group that is using it.

- Equipment Use: Campers and counselors within the same cohort group are allowed to share common equipment while engaging in activities.
 - Sanitizing Guideline and Frequency: Counseling staff must disinfect all equipment used before returning it to its original space so it is ready for use by another group.
- Personal Care: All campers and staff members should wash their hands appropriately or use hand sanitizer before and after their outdoor classroom activities.
- Social Distancing: When receiving and giving instructions, campers and staff should maintain proper social distance of at last 6 ft. During activities, campers within the same cohort may be closer to one another as it pertains to the guidelines for the specific activity.
- General Cleaning of the Outdoor Classroom: Spaces used for seating and equipment used for activities should be disinfected by staff members before leaving the area.

Camp Office:

- Use of chair and table spaces: A chair and desk space will be assigned to each leadership staff member at the beginning of the summer for use throughout the season.
 - Sanitizing Guidelines and Frequency: Desk spaces should be disinfected after each use except for in the case of front desk personnel who are leaving their work station for a limited period of time.
- Use of electronic equipment: Each staff member requiring the use of a school owned computer for the purpose of fulfilling their camp duties will be assigned a computer at the beginning of the season for their use only. Leadership staff members will each be assigned a shelf to store their electronics and other personal items in the office. There will be a minimum of two shelves spaced between each shelf used for storage.
 - Sanitizing Guidelines and Frequency: Electronic devices should be disinfected after each use and stored in the assigned area.
- Social Distancing:

- Staff members in the camp office must maintain a social distance of at least 6ft. When unable to do so, or the space becomes crowded, staff members will be required to wear a cloth face covering. The number of individuals in a single location is not to exceed 25 without social distancing.
- Furniture in the office area will be placed appropriately to encourage proper social distancing for all staff members and visitors.
- Visual markers will be placed on the floor around the front desk to prompt proper social distancing from camp guest staff and campers.
- General Cleaning of the Office Area: Office staff members are responsible for the disinfecting of their desk spaces and electronics in the manner and frequency addressed above. The office space will also be placed on the cleaning staff schedule for the cleaning of commonly used spaces twice per day.

Nurses Station:

The nurses station will be utilized to treat all medical issues that may arise for campers and staff members during their time at camp.

- Capacity Limits:
 - The nurse will be allowed to see one camper at a time if that camper is being assessed for a physical illness.
 - The nurse will be allowed to treat two campers at a time if treating for a physical injury as long as proper social distancing can be maintained.
 - The nurse must wash her hands thoroughly or use hand sanitizing precautions when switching between the treatment of two campers.
- Personal Care:
 - The nurse must wear PPE precautions of gloves and mask/face shield when treating any camper for any reason.
 - The nurse must properly disinfect all spaces campers touched during their time in the nurses station before treating the next camper. (according to CDC guidelines)
 - In the case of a physical illness that exhibits signs and symptoms of COVID-19, the nurse should immediately utilize the emergency PPE kit. This kit contains a contact precautions gown, goggles and an N-95 face mask.
 - All campers should wash their hands properly or use hand sanitizer before entering the nurses station.
- Social Distancing:
 - The camp nurse should enforce the camper capacity limits as outlined above.
 - A camper waiting area will be set up with chairs in the hallway just outside the health room office. Chairs will be spaced appropriately to encourage proper social distancing between campers.

- General Cleaning of the Nurses Station:
 - The camp nurse is in charge of disinfecting all surfaces that were contacted by campers during their time in the room and hallway between each camper treatment.
 - The camp nurse is also responsible for the daily disinfecting of their work space and school owned electronic devices.

Staff Lounge: The staff lounge is utilized for daily staff meetings, posting of schedules and the storing of staff belongings.

- General Notes: Campers are not permitted in the staff lounge at any time unless it is for a pre-planned activity in which counselor supervision can be maintained (i.e. use of the ovens).
- Social Distancing:
 - Staff members are required to wear cloth face coverings at all times in the staff lounge except for the purpose of eating. *See additional notes under personal care.*
 - To the best of their ability and when feasible, a distance of 6ft. should be maintained between all staff members.
- Personal Care:
 - Staff members must wash their hands thoroughly or use hand sanitizer when entering and exiting the staff lounge.
 - Staff members must maintain proper social distance from one another whenever eating in the staff lounge. Face coverings may be removed for the purpose of eating only and only if a distance of at least 6 ft. can be maintained between individuals.
- Storing of Personal Items and Lunches:
 - Each staff member must store their personal items in their assigned plastic bin with lid.
- General Cleaning of the Staff Lounge:
 - Individual staff members are responsible for disinfecting spaces they used during their time in the staff lounge before leaving.
 - The staff lounge will be a part of the daily cleaning rotation for our cleaning staff.

General Bathroom Use:

- Capacity Limits:
 - No more than two campers should be allowed in a single, multi-station bathroom facility at the same time. Camper entry to the bathroom should be monitored by counseling staff.

- No more than one camper should be allowed to use any single station bathroom facility or the multi station bathroom facilities located in the King's Table building at the same time.
- Personal Care:
 - Campers and staff must thoroughly wash their hands before exiting the bathroom. Counselors should use verbal cues and their judgement to ensure whether hand washing did occur.
 - Trash cans will be placed within a reasonable distance from the bathroom door to allow for campers and staff to use the paper towel for hand drying to open the door without touching the handle.
- Social Distancing: To the best of their ability, campers and staff members should provide at least a one station buffer between themselves and any other person using the bathroom facilities at the same time. This also applies to the use of handwashing stations within each bathroom facility.
- General Cleaning of Bathroom Facilities: All bathroom facilities used by our camp program will be a part of the daily cleaning rotation for our cleaning staff. All bathroom facilities will be disinfected between 11:00 and 12:30 and between 3:00 and 4:30 daily.

General Water Fountain Use:

- All water fountains will be equipped with single use cups for campers and staff use.
 - No person should be putting their mouth directly to the dispensed water to drink.
- Each water fountain space will have disinfecting wipes to be used to clean commonly touched surfaces after use.
- Counselors are strongly encouraged to schedule times throughout the day to visit the water fountains together as a cohort group. This will limit the amount of crossover exposure and material waste.
- Camper and Staff Members are strongly encouraged to utilize reusable water bottles to reduce material waste.

Locker Rooms: In the case of a locker room being used as a bathroom for campers and staff in the gym or other lower level facilities, the same capacity limits and guidelines should be put in place as outlined in the *general bathroom use* section of this document.

- General Notes: No staff member or camper should store or leave any personal belongings in the locker room at any time.
- Capacity Limits for Changing:
 - Up to 5 campers will be allowed to change clothing in the locker room at the same time. A counselor should be present to facilitate the use of toilet and shower stalls for the purpose of changing.

- If being used for the purpose of changing clothes, locker rooms should be used by only one cohort group at a time.
- Personal Care: Campers should wash their hands thoroughly or use hand sanitizer before leaving the locker room after changing.
- Social Distancing: Campers and staff members should maintain a distance of no less than 6 ft. between each person while using the locker room facilities.
- General Cleaning of the Locker Room Facilities: All locker room facilities used by our camp program will be a part of the daily cleaning rotation for our cleaning staff. All locker room facilities will be disinfected between 11:00 and 12:30 and between 3:00 and 4:30 daily.

Hallways: Hallway spaces will be most commonly used for the movement of camper cohort groups from one location to the next.

- Traffic Flow and Railing Use Guidelines:
 - All campers and staff should stay to the right side of the hallways and staircases in the direction they are walking.
 - Campers may use the railing for the purpose of balance and safety, however, counselors should discourage the use of railings in any other capacity.
- Social Distancing:
 - When passing other cohort groups, counselors must advise and model for their campers to maintain appropriate distance between cohort groups to the extent possible in each instance.
- Hallways and Staircases: All hallways and staircases used by our camp program will be a part of the daily cleaning rotation for our cleaning staff. Cleaning staff will concentrate their efforts on high touch areas such as railings and walls at camper height.

DC Summer Programs : Amended Drop off, Pick up and Registration Procedures

Due to the COVID-19 pandemic, the following procedures will be in place at camp to ensure safety during our drop off, pick up and registration times. Due to the size of our camp and large windows provided for drop off and pick-up, we will be using multiple points of entry to limit crowding rather than staggering times.

Drop Off (Mondays-Registration)

- 1 Staff Member will be located at the entrance to the bus loop. This person will be responsible for directing traffic to the main circle or around the loop to the back path in order for campers to exit in those 2 areas.
- Only 3 cars are allowed per entry point. Once a car leaves either entry point, another car may be allowed to enter.
- **Registration** will take place in cars as campers arrive in either entry point.
- At this time, any COVID-19 specific requirements (pre-screening questionnaire, hand-sanitizing, parent concerns) will be addressed. This will also be the time when registration information will be checked, gathering any necessary medication/paperwork will take place and camper materials will be given.
- Campers who are dropped off in the main circle will enter through the chapel or main office doors. Both entry points will alternate for each car. (Chapel, office, chapel, office).
- Campers who are dropped off at the back path will enter through the gym.
- All campers will be guided to their respective cohort classroom.

Drop Off (Tuesday-Friday)

- The procedures for Tuesday-Friday will be similar to Mondays with the exception of only 2 entry points.
- 1 Staff Member will continue to be located at the entrance to the bus loop allowing 5 cars at a time to enter the main circle.
- Campers will alternate every 1 car, using the chapel and office to enter camp. The back path will not be utilized on these days unless camper enrollment necessitates.

Pick Up (Monday-Friday)

- At the end of each day, campers will return to their cohort classroom.
- Each cohort will be assigned specific locations for pick up (ex. K-1 pink group is always in the chapel, etc).
- The following locations will be utilized for camper pick up: Examples include, Chapel, Office Hallway, Alcoves as needed and even classrooms.
- 1 Staff Member will be located at the entrance to the bus loop allowing 5 cars at a time to enter the main circle. This person will also be responsible for calling out camper names to ensure efficiency of the pick up process.

- Cars will be spaced at appropriate distances and camper traffic will be monitored closely by camp staff.
- Parents/Guardians must have a Pick Up Pass identifying their camper's last name.

DC Summer Programs : Daily Camper Intake Procedures

Due to the COVID-19 pandemic, there will be specific protocols followed for daily camper intake.

Upon daily entry to camp, campers and their parents will need to do the following...

1. Self Report Health Screening: Parents will be required to take the temperature of their child and assess for specific signs of respiratory illness before they leave their home for camp each day. If the child has a temperature of 100.0 degrees or higher, they should stay home and consult their pediatrician. If the child is experiencing signs and symptoms of respiratory illness they should stay home and consult their pediatrician. If parent have any questions, they should call before bringing their child to camp for the day.
2. Hand sanitizing for all campers: Hand sanitizer will be available for campers to use upon exiting their vehicle and before entering into the camp program for the day.

Parent responsibility in camper intake...

1. Parents will need to take their child's temperature before leaving the house for camp.
 - If a child is showing a temperature of 100.0 degrees or greater and/or COVID-19 like symptoms, they should be kept home and a pediatrician should be consulted.

DC Summer Programs : Daily Staff Intake Procedures

Due to the COVID-19 pandemic, it has become necessary for all staff to participate in the following procedures upon arrival to camp.

1. Temperature Checks: All staff members must have their temperature checked before entering the staff lounge each morning.
2. Self Reporting Questionnaire: All staff members must fill out a self reporting questionnaire on a daily basis to report to our nursing staff.
3. Hand Sanitizing: All staff members must wash their hands thoroughly or use hand sanitizer before entering the staff lounge each morning.
4. Storing of Personal Items: Upon entering the staff lounge, staff members should place all of their belongings that are not necessary for the day into their assigned bin.
5. Collecting of Equipment that stays at camp: Staff members should retrieve their radio and any other daily staff materials, disinfect them and store them on their person for the day ahead.

DC Summer Programs : Campus Visitor Policy

Due to the COVID-19 pandemic, it is necessary for us to enact a more restrictive campus visitation policy for the benefit for the health and safety of all parties involved. These policies affect all visitors to campus who are not currently employed by Delaware County Christian School.

Campus Tour Visitors:

- All campus tours must be pre-scheduled with either DC Summer Programs (camp program tours) or with the Admissions Department of Delaware County Christian School.
- Visitors arriving on campus should enter through the main office door and will be greeted by a member of the department their tour was scheduled through and given specific instructions for sign in and any necessary precautions that should be taken.
- Tours will be conducted by the Admissions Department according to CDC guidelines of social distancing and wearing of masks/face shields.

Parent Visits and Early Pick-Ups:

- Parent visitors during the camp day should enter through the main office door and check in using the VisitU electronic system.
- Parents will then wait in the office while their children are brought to them.
- If a parent is authorized to enter the campus past the office, they will be escorted by a member of the camp staff.
- If a social distance of 6ft, can not be maintained, cloth face coverings should be worn.

Contractors, Deliveries and Other Services:

- Contractors and Other Services:
 - All contractors entering campus during camp hours (8:00 - 6:00) should have a time of arrival scheduled with the facilities department.
 - When arriving on campus they must enter through the main office door and check in through the VisitU electronic check in system.
 - Contractors will be met by facilities staff and escorted to their work locations.
 - Contractors should wear cloth face coverings while moving to and from work sites.
 - Contractors must stay free of contact with campers and camp staff throughout their time on campus.
 - Contractors must return to the main office and check out before leaving campus.
- Deliveries:
 - All deliveries should enter the building through the main office door and check in with front desk personnel for further instructions.

- If the delivery requires them to go elsewhere on campus to drop off packages, they must check in through the VisitU electronic system and be escorted by an employee of Delaware County Christian School.
- If delivery persons must access campus past the front office or are not able to maintain a minimum 6ft. Distance, cloth face coverings must be worn.

DC Summer Programs : Extended Camp Policy

It is our desire to continue offering our extended camp service during summer 2020. Due to the COVID-19 pandemic, it is necessary for us to place more clear parameters around the Extended Camp registration process and camper groupings during this time.

Extended Camp Registration and Pre-Notification:

- We are strongly encouraging families to pre-register for the extended camp session they anticipate needing before the week of camp begins.
 - Adjustment can be made to remove instances of extended camp from camper accounts and refunds given if necessary.
- Extended camp may be added the day of in case of emergencies only. In this case, families must make contact with the camp office to request extended camp and explain the situation.

Grouping of Campers:

- Campers will be grouped with others who are in their cohort during the camp day.
- Campers may freely share equipment with those they are grouped with.

Social Distancing During Extended Camp

- Campers who are not in the same cohort group during the camp day must keep a minimum of 6ft. distance between one another at all times.
- Counselors on duty must wear cloth face coverings at all times when proper social distance can not be maintained.

Equipment Use and Disinfecting:

- When campers are finished with equipment, they must place it in the closest "used" bin to be disinfected by counseling staff before any camper outside of their cohort can use it.

Storage of Camper Supplies:

- Except for water bottles, camper supplies should be stored along the hallway outside of the main office at a minimum of 6ft. apart from one another.

Camper Pick-up Procedures:

- Parents must enter through the main office door and check in with office staff.
- Office staff will radio extended camp counselors to send campers up to the office for dismissal.

DC Summer Programs : Plan for Emergency Response to Illness

In the event there is a suspected case of the COVID-19 virus in any camper or staff member on camp grounds, the following procedures should be followed to help limit exposure and properly care for the individual who is physically ill.

The Role of the Staff Member:

All staff members will be trained to identify the signs and symptoms of common illnesses as well as respiratory illness during staff training. All staff should be particularly sensitive to the physical state of their campers and ensure that any campers expected to have an illness, respiratory or otherwise be immediately taken to the nurses station. Staff members should be careful to not elicit panic within any campers or other staff members, but show care and comfort to the camper who is ill.

- If a staff member identifies a camper who is not feeling well, they must immediately use their cloth face covering and gloves for their own protection.
- The staff member will also instruct the camper to wear a face covering as he/she travels through the hallways to the nurses station.

The Role of the Nurse:

1. Once a camper or staff member exhibiting signs of physical illness arrives at the nurses station, the nurse should take the standard precaution of using a cloth face covering and gloves.
2. The nurse will then assess the signs and symptoms and take the temperature of the camper or staff member.
3. If the camper or staff member has a fever of 100.0 degrees or greater or exhibits a concerning level of signs and symptoms of COVID-19, the nurse may move the camper or staff member to a pre appointed area of camp for treatment and isolation.
4. In this scenario, the nurse should also wear the emergency PPE kit containing a contact precautions gown, goggles, gloves and an N-95 face mask. The nurse should also inform the Director of Summer Programs of the situation at this time. No unnecessary staff members should be made aware unless absolutely necessary for their immediate safety or the immediate safety of their campers.
5. Once moved, the parents of the camper will be contacted for early pick-up. In the case of a staff member, the nurse may determine that they are able to transport themselves home. If they are not, a family member on their emergency contact list will be contacted for early pick-up.
 - The nurse should stay with the camper or staff member until they are picked up or sent home.
6. When the camper's parent or guardian arrives, the nurse will meet them and provide them with the signs and symptoms their child has been experiencing and recommend that the parent contact their pediatrician immediately to report the illness and seek further guidance.

The Role of the Director of Summer Programs and Office Staff:

1. To assist nursing staff in whatever way necessary.
2. To keep the camp program running as normal and intervene where necessary for the health and safety of campers and staff members.

Follow-up Procedures:

1. At the end of the day, the nurse will contact the family to check in on the camper.
2. If the camper was measuring a temperature of 100.0 degrees or greater, the nurse should instruct the parents to keep their child home for 72 hours after they are fever free without medication.
 - If the parents have further questions regarding any other concerns, the nurse should refer them to the Director of Summer Programs.

Further Responsibility of DC Summer Program:

Once we have successfully implemented this emergency plan, the responsibility of DC Summer Programs in reacting to a potential case of COVID-19 has been fulfilled. The responsibility for diagnoses and contacting the region's health department is now transferred to the child's pediatrician. If a camper does test positive for COVID-19 and the pediatrician reports the illness to the health department, they may contact us for the purpose of contact tracing. DC Summer Programs will then promptly provide them with the requested information and follow any communication recommendations provided to the camp by the regional health department.

COVID-19 Sick and Stay at Home Guidelines

These procedures are subject to change as campus reopening approaches according to public health emergency orders as directed by the [Office of the Governor](#).

Symptoms Requiring Absence and Immediate Pickup* by Parent or Guardian

- **HIGH-RISK Symptoms associated with COVID-19 and other infectious diseases in children:**
 - Active vomiting, diarrhea, and/or abdominal pain
 - Nasal congestion and/or yellow drainage
 - New loss of taste or smell
 - Unexplained muscle or body aches, headaches, or fatigue
 - Fever or chills (temp greater than 100.0)
 - Undiagnosed, new, and/or untreated rash or skin condition
 - If an individual has been knowingly EXPOSED to a COVID-19 positive individual, the [CDC recommends 14 days of quarantine after exposure](#) based on the time it takes to develop illness if infected. This includes household members. *Camp nurse and/or Director must be notified of exposure.*
- **Diagnosed Conditions:**
 - The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
 - Doctor's note requiring an individualized plan of care to stay home.
- **When to Return**
 - **HIGH-RISK Symptoms:**
 - Refer to [CDC Symptom-Checker](#)
 - Refer to CDC ["When You Can Be Around Others After You Had or Likely Had COVID-19"](#)
 - Have a parent/guardian call health care provider and encourage televisits for notes clearing to return to campus.
 - Communication must be followed up with the school nurse, and notes provided as applicable.
 - Shall remain at home until "Return to School" guidelines met and notify appropriate administration of absence to coordinate academic needs.
- Educate parents on recognizing warning signs about [when to consult a higher](#) level of care.
- Maintain communication with family and monitor symptoms while the student is home for safe return to school (see below).
 - **Guidance to discontinue isolation**
 - [Per the CDC](#), as well as [the NASN](#), these guidelines have been recommended for ***discontinuing*** home isolation:
 - **Symptom-based Strategy**
 - "At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and** 10 days have passed since symptoms *first* appeared."

- **Test-Based Strategy** (per CDC “contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing”). This strategy can be utilized for those who tested positive but are asymptomatic.
 - Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)”
- **Time-Based Strategy** (for those asymptomatic but tested positive)
 - At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
 - If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

*“**Immediate Pickup**” constitutes within a reasonable amount of time from location, and if there is delay must delegate for safe pickup from Camp.

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Preparing for When Someone Gets Sick

- **Advise Sick Individuals of Home Isolation Criteria**
 - Sick staff members or campers should not return to camp until they have met CDC's [criteria to discontinue home isolation](#).
- **Isolate and Transport Those Who are Sick**
 - Make sure that staff and families know that they (staff) or their children (families) should not come to camp, and that they should notify camp officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.
 - Immediately separate staff and campers with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at camp. Individuals who are sick should be cared for following [CDC guidance for caring for yourself or others who are sick](#).
 - Work with camp administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms. If the camp has a nurse or other healthcare provider, they should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
 - If a person becomes sick and needs to be transported, establish procedures for safely transporting them. If you are calling an ambulance or bringing someone to a healthcare facility, try to call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
 - Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
 - Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct](#) use and storage of [cleaning](#) and disinfection products, including storing them securely away from children.
- **Notify Health Officials and Close Contacts**
 - In accordance with state and local laws and regulations, camp administrators should notify [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
 - Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to separate themselves, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop. (this could be a 14 day period of time)

Document Resources

[PA Department of Health Guidelines opening of camps](#)

[CDC Considerations for Youth and Summer Programs](#)

[CDC Guidelines for Schools and Day Camps](#)

[CDC Summer Camp Opening Decision Tool](#)

[American Camping Association Camp Operations Guide 2020](#)