



City of Capitola 2020 Camp Capitola Summer Program Important Information for Parents and Guardians

Capitola Recreation has worked in close collaboration with Santa Cruz County recreation districts and the County Health Officer to ensure we operate according to the current guidance for summer camps. We are very excited to provide Camp Capitola during this unprecedented time. To minimize the risk of COVID-19 in our summer camp we have added procedures for staff, participants and families to follow. Your cooperation will ensure our program remains open and available throughout the summer. Please read this carefully and discuss with your camp participant before arriving.



Our program will be operated in strict accordance with CDC COVID-19 guidance and recommendations, follow the social distancing, sanitation, and hygiene practices described in the following link: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html> and are subject to change as additional health orders and/or guidelines are released.

Group Structure and Expectations

Following Public Health Department guidelines, each group will consist of 10 participants, 1 Leader and 1 Junior Leader (Teen Volunteer). Groups will be stable and not mix with any other group. Staff and participants will remain in the same group each day. **Switching groups will not be allowed.** When engaging in an inside activity, only one group will be in a room at a time. When engaging in an outside activity the group will maintain a 6-foot distance from any other group.

Programming

- Camp Capitola program provides fun and diverse activities that use available resources at the Community Center and within walking distance.
- Participants can expect to engage in sports, STEAM focused activities, singing, nature exploration, beach trips, movies and more.
- Recreation Coordinators will develop activities or limit activities as the local health conditions continue to develop throughout the summer.

Bathrooms

- Each group will be assigned to a bathroom for use during the session. Bathrooms will **not be** gender separated.
- Regular bathroom breaks will be scheduled. Cleaning routines will be scheduled in coordination with bathroom breaks.

Snack Time

- Snack will be provided for each participant. All food will be single serve containers or whole fruit or veggies.
- Food that needs to be plated will be done by a Coordinator and served directly to participant to prevent utensil sharing.

- Coordinators are CA Food Handling Certified.
- Participants with extreme allergies or food sensitivities should provide their own snack.

Lunch Time

- Participants will be expected to provide their own lunch.
- Each group will have a designated lunch spot (sitting on the ground) and will be expected to remain seated for the duration of the lunch break. Participants are encouraged to bring books or other personal non-electronic activities for lunch break.
- Leaders will be provided a half-hour lunch break during this time. Support staff will assist with lunch supervision and remain 6ft from each group.
- Participants unable to follow lunch break expectations will not be able to participate in the program.

Parent Drop-Off and Pick-Up

First Day Check In

- Check In will begin at 8:30am. Early drop off will not be accepted.
- The Camp Coordinator will be stationed to receive each participant and perform the Health Screening upon arrival. Parents or designated person will line up, maintaining 6ft distance, to complete their check in.
- If the line is very long, parents or designate person is recommended to remain in their car with the participants until a shorter line.
- Once the health screening is complete and the participant is checked in, good-byes will be said at the table and participant will join their assigned group. Parents will not be able to mingle about the participant groups.
- Ideally, the same parent or designated person should drop off and pick up the child every day.
- No pen should be shared.
- Please allow for this first day drop off to take extra time.

Check In for remaining days of the session

- Check in will begin at 8:30 am. Early drop off will not be accepted.
- The Camp Coordinator will be stationed to receive each participant and perform the Health Screening upon arrival. **Parents or designated person will perform a drop off check in from their car.**
- The driver will pull the car into the coned off section of the parking lot and place the car in park. The participants will get out of the car and greet the Camp Coordinator for the Health Screening. Once the participant is cleared to join their group, the driver will pull away.
- Parents or designated person will be expected to answer any health screening questions from the car.

Check Out

- Check out will begin at 4:00pm and continue until 4:30pm. **Late pick up will be charged a 1\$ per min fee.**
- A coned off section of the parking lot will be set up for the parent or designated person to complete a curbside check out.

- The Camp Coordinator will be stationed to learn the name of the participant being picked up. The list of approved check out names will be referenced, and official identification checked. Please have your ID ready.
- The participant will be dismissed from the group to join their ride.
- Early check out will need to make special arrangement with the Camp Coordinator by calling the Community Center.

Health Screening Upon Arrival

- Staff and parents will be required to respond to the following questionnaire daily upon intake.
 - Do you or your child live with, or have you had close contact with anyone with:
 - a prolonged cough?
 - fever or cold or flu-like symptoms?
 - anyone who has been diagnosed with COVID-19 within the last 14 days?
 - diarrhea or vomiting within the past 24 hours?
 - Do you or your child have a fever, cough and/or shortness of breath?
 - For children, fever is 100.4 degrees for forehead and ear thermometer, 99 degrees or higher with an armpit thermometer, or 99.5 with an oral thermometer.
 - Staff will make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.
 - Staff will conduct temperature screening using the protocol provided below.
 - Staff will record any symptoms in the daily health log.

Persons who have a fever or other signs of illness will not be admitted to camp. A child can return to the program after they have been symptom and fever free for 72 hours (without the use of medicine) AND wait a full 10 days since onset of symptoms. Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

To check an individual's temperature, staff will...

- Perform hand hygiene
- Put on a face covering and a single pair of disposable gloves
- Check individual's temperature
- If disposable or non-contact thermometers are used and the screener did not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be cleaned routinely as recommended by CDC for infection control. If performing a temperature check on multiple individuals with a contact thermometer, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.
- Remove and discard PPE (Personal Protective Equipment) after screening has concluded.

Sick children and staff are required to stay home.

- Participants who arrive to camp exhibiting any symptoms, including a fever of over 100.4 degrees for forehead and ear thermometer, will not be signed into the program – they must return home with their parent. Their absence due to illness will be noted on the tracking chart and the Recreation Coordinator notified.
- Staff who arrive to the site with symptoms or a fever, or become ill during the course of the day, will return home – camp coordinators will immediately log this on the tracking sheet, call in

a sub designated for camp. Under current conditions, an adult temperature of 99.5 and above is considered a fever.

- Camp Coordinator will notify Recreation Coordinator so the cleaning staff can be advised of the situation.

Signs of Illness During Program

Children will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide.
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired,
- persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus
- Nausea, vomiting or diarrhea

If children are exhibiting any of the above symptoms, they will be physically separated from the group and will be required to wear a mask/face covering until pick-up. Parents/guardians are required to and must agree to pick up their child without delay if they are exhibiting these symptoms. A child can return to the program after they have been symptom and fever free for 72 hours (without the use of medicine) AND wait a full 10 days since onset of symptoms.

Health Hand Hygiene Behavior

All participants, staff, and Jr. leaders will engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after eating or handling food, or distributing snacks
- Before and after administering first aid
- After using the toilet
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage

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.

- Staff will supervise handwashing of participants and use of hand sanitizer.
- Handwashing signs are posted in restrooms, above/near sinks.

Everyday actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water, for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Cover cough and sneezes
- Wear Face Covering. Staff will wear a face covering unless the activity recommends otherwise. Participants are encouraged but not required.

- Capitola Community Center has been provided adequate supplies to support hand hygiene behaviors and routine cleaning of objects and surfaces. The playground is off limits to program participants.
- **Staff are required to wipe down frequently touched surfaces throughout the day.** Clean and disinfect frequently touched surfaces with the provided disinfectant, as follows:
 - Spray on the item or surface and let it sit for at least 2 minutes, then wipe away the excess.
 - All cleaning materials will be kept secure and out of reach of children and staff should ensure that there is adequate ventilation when using these products to prevent inhalation of fumes. Staff should wear gloves (and a face covering if they wish) while disinfecting and should dispose of them afterwards.

Key Documents / Resources / Links:

- ▯ [CDC Guidance for School Settings](#)
- ▯ [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- ▯ [CDC Environmental Cleaning and Disinfecting Recommendations](#)
- ▯ [SUPPLEMENTAL ORDER TO SHELTER IN PLACE \(issued April 30, 2020\)](#)

Please keep in mind that planning is still underway and health order guidance is subject to change.

