



# South Portland Parks, Recreation, and Waterfront Summer Rec Camp Program Procedures & Practices Due to COVID-19

This is a living document and is subject to change as more information becomes available and restrictions change.

**Updated 5.3.21**

## **Staff training around COVID-19**

Our Rec Camps are staffed with our experienced full time school year Before & After Care Site Leaders and Teen Center Coordinator as Camp Directors at all 5 of our camps. We also hire an additional 30-40 seasonal staff to serve as Assistant Directors, Counselor and Junior Counselors. All staff will be trained on the following COVID-19 protocols for camp:

- All staff will complete training in proper cleaning, sanitization, handwashing, and proper mask wearing based on Maine CDC Guidelines.
- Staff will be asked to show up each day with freshly laundered clothing and a clean mask.
- Staff will be asked to complete a daily screening questionnaire at check-in.
- Staff will not be required to wear gloves unless performing an activity such as cleaning.
- Staff will be required to follow the same schedule of handwashing as participants and will be encouraged to use hand sanitizer as much as possible throughout the day.
- Staff will be trained on communication on how a positive COVID case will be handled.

## **Health Checks**

In an effort to minimize illness, campers and staff will be asked to perform self-health checks prior to arrival each day.

**Health check questions should include:** Has staff or camper experienced any of the following symptoms within the past 48 hours?

- Fever (100.4 F or above) or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea

### **Staying home if ill**

**If your child is experiencing any of the above symptoms, PLEASE STAY HOME!** Consultation with your PCP for COVID testing will be requested. If your PCP does not deem testing to be necessary, a note identifying an alternative diagnosis and clearance to return will be requested and must be presented to your Camp Director and Camp Coordinator (Kari Filieo) before returning.

### **If illness develops during camp hours**

Child will be removed from their group space to an isolation area at camp where they will safely wait with a camp staff member to be picked up by their parent/guardian. Parents/guardians will need to be available to come pick their child up within 30 minutes.

### **Return to Program After Illness**

- A doctor's note by the child's pediatrician (or equivalent medical provider) will be requested and must be sent to the Camp Director and Camp Coordinator (Kari Filieo) for approval prior to returning.
- Any previous symptoms should be improved.
- No fever for 24 hours w/o use of fever reducing medicine (i.e. Advil, Tylenol)
- South Portland Recreation is following Maine CDC guidelines in terms of campers developing symptoms of COVID-19.

### **If positive COVID-19 test is reported**

- Camp administration will communicate with the Maine CDC for assistance in determining who is considered a close contact. Families of close contacts will be notified promptly as quarantine for 10 days will be required. Families will be contacted via email & text blast from camp administration. Please ensure that we have your correct email & phone number on file and that you are setup to receive emails from our MyRec system. The individual testing positive will be required to isolate for 10 days as well.
- Families are asked to notify camp administration as soon as possible if their child tests positive so the appropriate follow up can occur.
- Families are also asked to notify camp administration if their child has been exposed to a close contact of a positive case, as that would also require a 10 day quarantine.
- If an outbreak occurs, we may determine the need to close camp until all areas are properly cleaned and disinfected and we have received approval from the Maine CDC and the City Safety Coordinator to reopen camp.

### **Refunds**

There will be no refunds for Rec Camp. If campers are out for an extended period of time due to COVID related circumstances, the Parks & Recreation Department may consider partial refunds.

### **Camp Communication**

- **Email & Text Blasts:** Communication regarding COVID will be communicated via email and text blast through our MyRec software system. Prior to camp, please check your account to make sure you have opted in for email blasts from our system. You can check this by logging into your account, clicking “Review Your Account”, then at bottom of first page click “Continue Review”. Under the email section, click “Edit” then check the box “General Notices” under the opt-in section.
- **Facebook Page:** We will also post information, notices and pictures on the South Portland Parks & Recreation Facebook Page. If you are not already following the page, just type in “South Portland Parks & Recreation” in the search bar and follow us.
- **Camp Newsletter:** Camp Directors will also issue a weekly newsletter via email with pertinent information regarding their specific camp.

### **Drop Off**

- iPad for signing in. Parents will drop off at a designated entrance to each individual camp. A staff member will be outside to check your child in. Any individuals exiting the car at drop off must wear a mask.
- A designated Counselor will walk participants to the bathroom/handwashing station upon arrival.

### **Pick Up**

- iPad for signing out. Parents will pick up at a designated spot at each individual camp. If picking up early, parents must check in with a camp leader before entering any buildings. You will receive more info from individual camps.
- We will still require pick-up person to provide an ID, at least for the first 3 weeks. Then when we become familiar with the parent and then this will no longer be required, unless pick-up person changes.

### **Cleaning, Sanitization & Hand Washing**

Hand washing will be the preferred method of sanitizing hands; however, hand sanitizer will be available and used multiple times throughout the day. All participants will be encouraged to sing a song that lasts 20 seconds while washing their hands.

Using the [CDC Guidelines](#), staff will be provided approved cleaning supplies and sanitizer and will be cleaning and disinfecting group areas throughout the day. South Portland Facilities Maintenance and Custodians will be thoroughly cleaning and disinfecting the site at the end of each day. All efforts will be made to eliminate shared equipment such as basketballs, hula hoops etc. with the whole program. Each camp site will have an abundant amount of hand sanitizer that both staff and campers will apply regularly throughout each camp day.

## **Face Coverings**

**Face Covering: Staff** will wear mask style **cloth** face coverings at program except while eating. Staff may wear their own mask type cloth face covering or be provided a mask type cloth face covering by the Recreation Department. Neck gaiters and bandana style face coverings will not be permitted. Staff will also have access to additional PPE as specific situations dictate.

**Face Covering: Students in all grades** will be expected to wear a mask style **cloth** face covering throughout the day except while eating and swimming. Parents will provide mask type cloth face coverings for their child. Disposable or cloth backup masks will be available for students who need them. Neck gaiters and bandana style face coverings will not be permitted. Face coverings belonging to students will go home for cleaning/laundry each day.

**Update on Masks (5/3/21)** – Based on updated guidance from the Maine Department of Economic & Community Development (DECD) office, we will be allowing campers and staff to remove their masks outdoors when socially distanced 6 feet or more. Each camper will be given a lanyard to attach their mask to so when they remove it, it does not get lost and can easily be put back on. Below is the guidance from the Maine DECD on Day Camps & Summer Recreation Programs that our camps will be following:

*Masks must be worn by all individuals (including staff, visitors, vendors, and campers) at all times when age and developmentally appropriate, with the exception of activities that cannot be done masked (e.g. eating and swimming), which should be done by cohort. Masks are required indoors and recommended outdoors when 6 feet of physical distance is difficult to maintain. (Updated 4/29/21)*

## **Trips and Bussing**

There will be limited trips during this program. We may utilize local resources (Bug Light, Willard Beach, Wainwright, and Hinckley Park) and occasionally take bigger trips, weather permitting. There will be a maximum of 24 campers and staff per bus. One camper or staff to a seat with windows open for ventilation. Efforts may be made to bring in guest speakers such as Sparks Ark, Magicians, etc. Any guest will be required to follow the same health screen upon arrival and will be asked to monitor their health prior to arriving. Guests will not have contact or interactions within 6 feet of campers and will perform in concert style to maintain proper distancing.

## **Medical Personnel**

Our Rec Camps will be monitored by the City Safety Coordinator. They will give guidance on how the program will operate in the event of a positive case.

## **Group Space/Activity/Equipment**

The program will be broken down into smaller groups of no more than a 15:1 student to staff ratio (the

younger the camp the smaller the staff/camper ratio). Groups will remain the same throughout the duration of the program and will have the same counselor every day. Group spaces will be large enough to accommodate physical distancing. Participants will have bins/baskets to keep their belongings in and keep separate from each other. Surfaces will be wiped down multiple times a day. Each group space will have Arts & Craft supplies and Board Games that will be sanitized regularly throughout the day.

### **Lunch, Lines, and Bathrooms**

Lunch will be eaten outside as much as possible with designated group areas and each participant maintaining 6 feet from anyone. This will allow for their masks to be removed while practicing social distancing. Breaks and snacks will be handled in the same manner. If inside for lunch, groups will eat in separate areas and participants will be assigned an area that is 6 feet from each other. All participants will need to bring a water bottle each day.

Knowing kids can be very unpredictable with bathroom use, staff will attempt to clean major touch points as much as possible throughout the day. Hand sanitizer will be placed at bathroom entrances to be used before entering.

### **Playgrounds**

Staff will bring hand sanitizer and students will be required to hand sanitize before and after using a playground.

### **Preventing Cross Contamination**

All efforts will be made to keep groups confined to contact within their own groups. Each group will be assigned their own location/area for everyday storage, play, and lunch. The hope is that when a case is confirmed the contact can be limited to one group and there will be an already identified path of potential travel for the virus. Normal activities have been adjusted to eliminate the amount of interaction and physical contact within groups. Example less tag and more relay races, shadow tag, or flag football.

### **Preexisting Medical Conditions**

Students with preexisting medical conditions will be allowed to join the program and will work with the City Health Officer, Safety Coordinator and on how best to handle program activities. These participants will be grouped together. Parents must make sure to include any preexisting conditions upon registration.

## **Camp Contact Information**

### **Camp Directors**

<b>Camp</b>	<b>Director</b>	<b>Phone</b>	<b>Email</b>
Kindercamp	Lindays Larsen		llarsen@southportland.org
Little Riots	Emily Savage		esavage@southportland.org
Big Riots	Justin Carr		jcarr@southportland.org
5/6 Camp	Joe Gleason		jgleason@southportland.org
Teen Extreme	Alicia Hoyt		ahoyt@southportland.org
Creative Director	Luis Ventura		lventura@southportland.org

### **Camp Administration**

<b>Title</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Camp Coordinator	Kari Filieo	767-7650 ext 7517	kfilieo@southportland.org
Recreation Manager	Robert Carter	767-7650 ext 7540	rcarter@southportland.org

\*South Portland Community Center Front Desk: 767-7650