



## **Family Support Services Summer Camps**

Camp Shamrock and ESO Summer Camp

### **Health and Safety Plan**

Each summer camp entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional summer camp activities. As with all emergency plans, the Health and Safety Plan developed for each summer camp entity should be tailored to the unique needs of each summer camp and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a summer camp entity's Health and Safety Plan, with a focus on camper's health and wellbeing. A summer camp entity's Health and Safety Plan must be approved by its governing body and posted on the summer camp entity's publicly available website prior to the reopening of summer camp. Summer camp entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan. Each summer camp entity should continue to monitor its Health and Safety Plan throughout the summer and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the summer camp entity's public website.

## Table of Contents

Health and Safety Plan .....	3
Pandemic Coordination Team.....	3
Cleaning, Sanitizing, Disinfecting and Ventilation .....	4
Social Distancing and Other Safety Protocols .....	5
Monitoring Camper and Staff Health .....	8
Other Considerations for Campers and Staff .....	12
Covid-19 Vaccinations.....	15

This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: The Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate Camp of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Pennsylvania, Idaho, Montana, New York, Texas and Washington, DC.

## Health and Safety Plan: **Family Support Services Summer Camps**

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a camp population. The goal is to keep transmission as low as possible to safely continue camp activities. All camp activities must be informed by [Governor Wolf's Summer Camp and Recreation Guidance](#).

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Health (DOH) or the Office of Developmental Programs (ODP). The camp entity will account for changing conditions in our local Health and Safety Plan to ensure proper protocol.

### **Camp Pandemic Coordination Team:**

Jaclyn Zacherl, Director of Family Focused Services – 814-878-4088 or [Jzacherl@barberni.org](mailto:Jzacherl@barberni.org)

Heather Rodriguez, ESO Camp Supervisor

Sara Kimmy, Camp Shamrock Supervisor

Felicia Clemente, ESO Camp Site Supervisor

Mikayla Zilhaver, Camp Shamrock Site Supervisor

Ellen Danowski, School Nurse – 814-878-4028 or [edanowski@barberni.org](mailto:edanowski@barberni.org)

Families and staff may contact the Director or School Nurse at the listed phone number or email.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the rooms are cleaned and ready to safely welcome staff and campers?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and camper safety?
- What protocols will you put in place to clean and disinfect throughout an individual camp day?

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Persons Responsible	Materials, Recourses, or Supports needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by campers (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Deep clean, disinfect before start of summer camp</p> <ul style="list-style-type: none"> <li>· Ongoing daily sanitation of camp rooms at the end of day</li> <li>· Ongoing cleaning of all surfaces after use in camp room after lunch and activities</li> <li>· Ongoing end of the day disinfecting of all used areas</li> <li>· Camper bin cleaning</li> <li>· Restroom per BNI guidelines</li> <li>· Vans will be sanitized after each use</li> <li>· Lunch will be in the camp room or outside as permitted</li> </ul>	Same as Yellow Phase	Small Group Employment (SGE), Site supervisors, camp staff	<ul style="list-style-type: none"> <li>· Approved Cleaning products</li> <li>· Disinfectant wipes</li> <li>· Approved Clorox spray and leave</li> </ul>	Yes
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> <li>· Ongoing - Door handles, playground equipment, light switches, desks, chairs, cabinet handles, telephones, work surfaces, etc will need cleaned daily after uses</li> </ul>	Same as Yellow Phase	Small Group Employment (SGE), Site supervisors, camp staff	<ul style="list-style-type: none"> <li>· Approved Cleaning products</li> <li>· Disinfectant wipes</li> </ul>	Yes

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### **Social Distancing and Other Safety Protocols**

#### Key Questions

- How will camp rooms/learning spaces be organized to mitigate spread?
- How will you group campers with staff to limit the number of individuals who come into contact with each other throughout the camp day?
- What policies and procedures will govern use of other communal spaces within the camp building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the camp day?
- How will you adjust camper transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Persons Responsible	Materials, Recourses, or Supports needed	PD Required (Y/N)
Camp room space occupancy that allows for 6 feet of separation among campers and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> <li>· Limit number of staff and campers' interactions with other groups</li> <li>· Manage campers in groups during camp time with 3-6 feet if possible suggested</li> <li>· Evaluate campers seating and eliminate face to face interaction as much as possible</li> </ul>	Same as Yellow	Site supervisors, Camp staff	<ul style="list-style-type: none"> <li>· Social distancing indicators</li> </ul>	Yes
Hygiene practices for campers and staff including the manner and frequency of hand-washing and other best practices.	<ul style="list-style-type: none"> <li>· Schedule times for communal spaces</li> <li>· Follow CDC guidelines for handwashing and social distancing when possible</li> </ul>	Same as Yellow	Site supervisors, Camp staff	<ul style="list-style-type: none"> <li>· Handsanitizer stations</li> <li>· Antibacterial soaps</li> </ul>	Yes
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> <li>· Ongoing posters for handwashing</li> <li>· Posters for following CDC</li> <li>· Posters for wearing masks and following proper hygiene protocol in common areas</li> </ul>	Same as Yellow	Mary Cuneo (Strategic Communication Team)	<ul style="list-style-type: none"> <li>· CDC Posters</li> </ul>	Yes
* Identifying and restricting nonessential visitors and volunteers	<ul style="list-style-type: none"> <li>· Continue to monitor visitors and limit nonessential staff in the building</li> </ul>	Same as Yellow	Camp supervisors and Site supervisors	N/A	No
* Handling sporting activities for recreational activities	<ul style="list-style-type: none"> <li>· Outdoor activities will be held daily as weather permits.</li> <li>· If activities have to be inside, masks will be worn, and activities will occur where social distancing can be followed.</li> <li>· Activities that involve close contact will not be permitted.</li> <li>· Day trips will be encouraged to be outside locations unless the business accommodates to allowing only the camp to be there at that time. Large community areas will be avoided.</li> </ul>	Same as Yellow	Site supervisors	N/A	No

Limiting the sharing of materials among campers	<ul style="list-style-type: none"> <li>· Campers have own baskets</li> <li>· Campers must wash hands when changing camp room activities</li> <li>· Follow CDC Guidelines for cleanliness after use and social distancing when possible</li> <li>· Monitor campers who touch their face and mouth</li> </ul>	Same as Yellow	Site Supervisors and Camp Staff	N/A	Yes
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> <li>· Create master schedule for staggering arrival/departure</li> <li>· Designate zones for staff and share with staff</li> <li>· Designate restrooms for campers and schedule times for minimal interaction</li> </ul>	Same as Yellow	Camp Supervisors, Site supervisors, Camp staff	N/A	Yes
Adjusting transportation schedules and practices to create social distance between campers	<ul style="list-style-type: none"> <li>· Collect transportation plans for campers</li> <li>· Designate an entrance for parents for arrival/departure</li> <li>· Door Monitors to assist with the arrival/departure protocol</li> </ul>	Same as Yellow	Site supervisors and Camp supervisors	N/A	Yes
Limiting the number of individuals in camp rooms and other spaces, and interactions between groups of campers	<ul style="list-style-type: none"> <li>· Campers remain in their designated Camp room during day</li> <li>· Limit large group gatherings</li> <li>· Campers will be on the same designated rotation of days each week during the camp period.</li> <li>· Daily camp attendance will be limited based on the size of the camp room.</li> </ul>	Same as Yellow	Site supervisors and camp supervisors	<ul style="list-style-type: none"> <li>· Markers on sidewalk spaced 6 feet apart</li> </ul>	Yes
Other social distancing and safety practices	<ul style="list-style-type: none"> <li>· Zones for campers and staff</li> <li>· Follow CDC, OCDEL, DHS, WHO Guidelines</li> <li>· Eliminate materials that cannot be easily cleaned or washed after use.</li> <li>· Mask/Shield use required by campers and staff unless medically or behaviorally indicated.</li> <li>· Gloves will be available for campers to use.</li> </ul>	Same as Yellow	Site supervisors, Camp staff	<ul style="list-style-type: none"> <li>· Directional markers on walls</li> <li>· Masks/Shields</li> </ul>	Yes

	<ul style="list-style-type: none"> <li>· Gloves and other PPE equipment will be available for staff to use at their request.</li> <li>· Mask breaks will be able to be taken outside of the camp room</li> </ul>				
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## Monitoring Camper and Staff Health

### Key Questions

- How will you monitor campers, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to camp)?
- What is the policy for quarantine or isolation if a staff, camper, or other member of the camp community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or campers?
- What conditions will a staff or camper confirmed to have COVID-19 need to meet to safely return to camp? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which campers are willing/able to return? How will you accommodate campers who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or camper illness or exposure and resulting changes to the local Health and Safety Plan?



**Summary of Responses to Key Questions:**

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Persons Responsible	Materials, Recourses, or Supports needed	PD Required (Y/N)
Monitoring campers and staff for symptoms and history of exposure	<ul style="list-style-type: none"> <li>· Staff will self-screen prior to coming to work using the Barber National Institute’s Attestation Form as reference for how to self-screen. This will include a daily self-check of temperature. If staff’s temperature is greater than 100.0, they will call into camp office to report temperature immediately.</li> <li>· Parents will take child’s temperature daily prior to boarding the bus or upon entry to camp. Temperature must be below 100.0 without medication to attend camp.</li> <li>· Parents will be asked to report any exposures or cases of COVID-19 to the camp.</li> <li>· Daily temperature checks and screening questions will be asked upon arrival for staff and campers. Temperatures must be below 100.0.</li> </ul>	Same as Yellow	<p>Site Supervisors</p>     <p>Camp Supervisors</p>   <p>Site Supervisors, Camp Staff</p>	<ul style="list-style-type: none"> <li>· Thermometer</li> <li>· BNI Attestation Form</li> <li>· BNI screening/call off Form</li> </ul>	Yes
* Isolating or Quarantining campers, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> <li>· Employees who do not pass the screening criteria shall not be allowed to work until they are clear from any symptoms and/or have been deemed safe to return to work by their physician or qualified member of the Executive Team.</li> <li>· Employees who show symptoms while at work will exit and be instructed to contact their physician.</li> </ul>	Same as Yellow	<p>Camp Supervisors</p>      <p>Camp Supervisors</p>	<p>N/A</p>     <p>N/A</p>	<p>Yes</p>      <p>Yes</p>



	<ul style="list-style-type: none"> <li>· Campers who have been in quarantine or isolated will not return to camp until cleared by a physician or the camp nurse. This includes providing a negative Covid-19 test result with a 7 day quarantine, or a 10 day quarantine without testing.</li> <li>· Staff and campers will be directed to diagnostic and screening testing through the CDC Website.</li> <li>· Campers who were affected by Covid-19 that caused them to miss their designated camp days will be offered additional camps days if they become available.</li> </ul>		Camp Supervisors	N/A	
<p>Notifying staff, families, and the public of camp closures and within-camp-year changes in safety protocols</p>	<ul style="list-style-type: none"> <li>· The Barber National Institute Employee Portal includes a section dedicated to all covid-19 related information, including all communication, assignments, resources and more.</li> <li>· There is also information publicly available on the Barber National Institute website.</li> <li>· We will use our communication folders and texts and phone calls to reach our families, and staff via phone call or text message with updates.</li> <li>· Camp supervisors are responsible for ensuring that the current COVID/BNI procedures outlined are available to and are followed by all staff, family members, and others affiliated with the organization.</li> <li>· Staff will be communicated with openly about changes in camp activities and procedures and asked for their input.</li> </ul>	Same as Yellow	Camp supervisors, pandemic coordinator; human resources; public affairs office; Mary Cuneo (Strategic Communication Team)	<ul style="list-style-type: none"> <li>· BNI Employee Portal</li> <li>· <a href="http://www.BarberInstitute.org">www.BarberInstitute.org</a></li> </ul> <p>N/A</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

Other monitoring and screening practices	· The camp will continue to follow all protocols outlined by the organization, Erie County, PDE, PA Department of Health, CDC	Same as Yellow	Camp Supervisors	· Regulations/recommendations from PDE, Department of Health, CDC	Yes
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## Other Considerations for Campers and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for campers?
- What special protocols will you implement to protect campers and staff at higher risk for severe illness?
- How will you ensure enough staff are prepared in the event of staff illness?

### Summary of Responses to Key Questions:

Requirements	Action Steps Under Yellow Phase	Action Steps Under Green Phase	Persons Responsible	Materials, Recourses, or Supports needed	PD Required (Y/N)
* Protecting campers and staff at higher risk for severe illness	<ul style="list-style-type: none"> <li>· Staff who are at higher risk for severe illness should notify their direct supervisor immediately.</li> <li>· Staff should call their healthcare professional with concerns about COVID and underlying conditions.</li> <li>· Staff assignments may be flexible and adjusted for the protection of the individual and staff, as determined by the direct supervisor.</li> <li>· Parents of campers should call their healthcare professional with concerns about COVID and underlying conditions.</li> <li>· Parents of Campers who are at higher risk for severe illness should</li> </ul>	Same as yellow	Site Supervisors	N/A	Yes

	<p>notify their camp supervisor immediately.</p> <ul style="list-style-type: none"> <li>· CDC guidance will be followed in order to protect campers and staff who are at a higher risk for severe illness.</li> </ul>				
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> <li>· All staff must wear masks or shields at all times if they cannot maintain social distancing.</li> <li>· If staff has trouble breathing or other medical conditions that may be worsened with wearing a mask, they must seek clarification with their health care practitioner regarding mask use.</li> </ul>	Same as yellow	Site Supervisors and Camp supervisors	<ul style="list-style-type: none"> <li>· Mask/Face Shields provided; BNI mask utilization guidelines</li> </ul>	Yes
* Use of face coverings (masks or face shields) by older campers (as appropriate)	<ul style="list-style-type: none"> <li>· All campers should wear masks or shields if possible, with others when they are in common areas inside the building, in transit on vans and during community outings if they cannot maintain social distancing. Once campers with disabilities are in the camp room, masks/Shields are required unless medically or behaviorally indicated in their ISP</li> </ul>	Same as yellow	Site Supervisors	<ul style="list-style-type: none"> <li>· Mask/Face shields</li> <li>· BNI mask utilization guidelines</li> </ul>	Yes
Unique safety protocols for campers with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> <li>· Parents will be advised to consult with physician if their child has complex needs.</li> </ul>	Same as yellow	Site Supervisors	N/A	Yes
Strategic deployment of staff	<ul style="list-style-type: none"> <li>· Staff assignments may be adjusted for the protection of the staff and individual, as determined by the direct supervisor.</li> </ul>	Same as yellow	Camp Supervisors	N/A	Yes

<p>Health and wellness of campers and staff</p>	<ul style="list-style-type: none"> <li>· Staff will be trained on recognizing signs of emotional distress and trauma and coping with stress from the CDC website.</li> <li>· Staff will be encouraged to take breaks from watching, reading, or listening to news or stories about COVID-19, including social media, if they are feeling overwhelmed or distressed.</li> <li>· Staff and campers will be encouraged to eat healthy, exercise, get adequate sleep, and find time to unwind.</li> <li>· Stress reduction strategies will be shared with campers and staff such as deep breathing, mindfulness, yoga, etc.</li> <li>· Staff and campers will be encouraged to talk with people they trust about their concerns and how they are feeling.</li> <li>· Signs will be posted in the camp rooms that encourage campers to reach out to staff or people they trust if they are feeling distressed. Staff will have information for SAMHSA's Disaster Distress Helpline</li> <li>· Staff will be encouraged to call the National Suicide Prevention Lifeline at 1-800-273-TALK (1-800-273-8255), 1-888-628-9454 for Spanish, or if they are feeling overwhelmed with emotions, such as sadness, depression, anxiety; or</li> </ul>	<p>N/A</p>	<p>Camp Supervisors</p>	<p>N/A</p>	<p>N/A</p>
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	call 911 if they feel like they want to harm themselves or others				
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### Covid-19 Vaccinations

Requirement	Implementation
Covid-19 vaccinations are strongly encouraged for all eligible campers and staff.	Covid-19 vaccinations are not a requirement of the Barber National Institute’s Camp Shamrock. Camp Shamrock will not have separate protocols for vaccinated and non-vaccinated individuals and staff. Camp will follow the current CDC guidelines of non-vaccinated individuals due to individuals being at a greater risk to contract Covid-19 and many campers not eligible for the Vaccine. We will direct them to the CDC website for available vaccination sites.
Covid-19 vaccination information will be provided to staff and campers to promote and encourage vaccinations.	<p>-Camp supervisors will provide vaccination material for camp staff to send home in the camper’s communication folders who may be eligible for the vaccine. Camp consists of a variety of factors that may prevent them from getting the vaccine, such as age, current medication, medical conditions, or direction from current physician.</p> <p>-If staff chose to get vaccinated during camp, flexible options will be provided to them to accommodate getting the vaccine and any side effects they may experience.</p>