

AAA ACADEMY SUMMER CAMP

COVID SAFETY PLAN, REVISED 5/4/21

Summer Youth and Teen Camps 2021

Plan Introduction:

The safety our staff and campers at AAA Academy Summer Camp is our highest concern. This COVID Prevention Plan outlines the procedures that our camp will follow in order to provide a fun and engaging experience, while maintaining safety protocols to mitigate the spread of the COVID-19 virus.

Please be aware that this plan:

- Will be modified or amended as safety protocols and local guidance change.
- Will be adjusted as needs of our staff and campers change.
- And will be based on the guidance of the local health department, San Bernardino County Department of Public Health.

Contact Information for Local Health Department for communicating information about COVID-19 outbreaks among campers or staff:

San Bernardino County
Michael Sequiera, MD
351 N Mountain View Ave., Room 303
San Bernardino, CA 92415-0010
Michael.sequeira@dph.sbcounty.gov

California Department of Public Health: Guidance for the use of Face Coverings:

Current Guidance from the CDPH, last updated on November 16, 2020, and found here:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.aspx>

People in California must wear face coverings when they are outside of the home, unless one of the exemptions below applies.

Individuals are exempt from wearing face coverings in the following specific settings:

- Persons in a car alone or solely with members of their own household.
- Persons who are working in an office or in a room alone.

- Persons who are actively eating or drinking provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are outdoors and maintaining at least 6 feet of social distancing from others not in their household. Such persons must have a face covering with them at all times and must put it on if they are within 6 feet of others who are not in their household.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- Workers who are required to wear respiratory protection.
- Persons who are specifically exempted from wearing face coverings by other CDPH guidance. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.

Face masks will be required of both youth and staff. If the guidance is updated, this policy will be adjusted to follow the CDPH guidance.

- Face coverings will be worn at all times including periods of transition (in hallways, restrooms, etc.), but not while eating or drinking.
- Signage regarding face coverings will be posted in each camp room to teach and reinforce the use of face coverings.
- Campers that meet the exemption requirements will wear a face shield with drape. Per CDPH guidelines, face shields with drapes must be tucked into an individual's shirt. If this is not possible, the AAA Academy Camp Director will meet with the family to determine if our in-person camp is a viable option for the youth.
 - Exemptions to Face Coverings per CDPH Guidance:
 - Persons under the age of 2.
 - Persons with documented medical condition (e.g., conditions that can obstruct respiration, or for individuals who are unconscious, incapacitated, and are otherwise unable to remove a face covering without assistance), mental health condition, or disability that prevents wearing a face covering.
 - Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Following the guidance from Center for Disease Control guidance for Day Camps, AAA Academy will follow the guidance for the lowest risk of spread of COVID-19 by:

- Having small groups of campers stay together all day, each day.
- Campers will remain at least 6 feet apart and do not share objects.
- Outdoor activities will be prioritized.
- All campers are from the local community.

Training and Communication of this COVID-19 Prevention Plan to Employees

This written plan will be provided to all employees at orientation. The plan will be reviewed with the employees to ensure they understand and are aware of the necessity of complying with the measure described here.

Evaluation and Compliance with the Plan

The Camp Director and the Enrichment Coordinator will evaluate the compliance of this plan by the staff and the campers and will document and correct deficiencies identified.

COVID-19 Illness and Investigating Work Related Factors

If AAA Academy becomes aware of a COVID-19 case of an employee or camper, the AAA Academy Director and appropriate management staff will investigate to determine if any work-related factors could have contributed.

Responding to COVID-19 in the Workplace

AAA Academy will follow the CDPH guidance, last updated on September 18, 2020.

- The AAA Academy will be designated as the workplace infection prevention coordinator to implement COVID-19 infection prevention procedures and to manage COVID-related issues among staff.
- Staff will be instructed to stay home and report to the AAA Academy Director if they are having symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19.
 - Symptoms of COVID-19 include subjective or measured fever (>100.4°F or 38°C), chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.
 - Sick Leave policy will allow staff who are sick to remain at home without penalty. This policy will be included in the Staff Handbook and will be reviewed at the time of orientation.
- AAA Academy Director will notify the local health department (LHD) of any laboratory-confirmed case of COVID-19 in the workplace, including outbreaks per the LHD's communication timeline and frequency.
 - An outbreak is defined as three or more laboratory-confirmed cases of COVID-19 among workers who live in different households within a two-week period.
- Policy for sick leave and expanded family and medical leave: Employers with less than 25 employees are not required to provide paid leave:
 - Covered Employees in the public or private sectors who work for employers **with more than 25 employees** are entitled to up to 80 hours of COVID-19 related sick leave from January 1, 2021 through September 30, 2021, immediately upon an oral

or written request to their employer. If an employee took leave for the reasons below prior to March 29, 2021, the employee should make an oral or written request to the employer for payment. Source: State of California, Department of Industrial Relations, March 29, 2021

- Requirements for Reporting Worker Cases to Cal/OSHA
 - Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately but not longer than 8 hours after the employer knows. For COVID-19, this includes inpatient hospitalizations and deaths among workers.
 - Employers must report serious injury, illness, and death, including hospitalization and death from COVID-19, even if work-relatedness is uncertain.
 - Cal/OSHA prefers calls by phone but will also accept email reports (caloshaaccidentreport@tel-us.com). Details on reporting (www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html), contact information for district offices. (www.dir.ca.gov/dosh/districtoffices.htm), and the Title 8 section 342 requirement (www.dir.ca.gov/title8/342.html) are available online.

Layers of Safety (1)

Cleaning and Disinfection

- A custodian will be on-site each day for entire duration of camp and will follow industry-standard cleaning guidelines.
- Camp Staff will be responsible for disinfecting commonly used objects, areas, and surface (doorknobs, push handles, outside tables, chairs, etc.). These areas will be cleaned and disinfected between uses and at the end of the day using EPA approved disinfectants.
- Camp Staff areas and commonly used items will be disinfected throughout the day.
- The sharing of electronic devices, clothing, toys, books, games, supplies, and materials will not be permitted.
 - Campers will be provided their own supplies and materials for each camp weekly session. These supply kits will remain on-site until the last day of the session, and then will become the property of the camper.
 - Youth may bring their own items from home but will not be permitted to share them with other campers or staff.
- All staff and campers will be encouraged to bring their own water bottles. Water bottles will also be supplied by the AAA Academy Summer Camp program for both staff and campers in order to eliminate or lessen the use of drinking fountains.
- Physical activities will be limited to activities that do not involve physical contact or shared equipment. Campers will be instructed to bring their own exercise mats or beach towels for outdoor activities.

- Signage will be posted in all classrooms, restrooms, staff lounges and sinks on the proper handwashing procedure.
- Signage and markings on the floor, sidewalks, and any other necessary areas, will be placed to encourage social distancing.

Training and Education Regarding COVID

- Families will be provided a list of COVID-19 symptoms and will be instructed to keep their camper(s) at home if they are feeling ill or have symptoms, even if they are mild, and follow their physician's directives regarding obtaining medical care or testing.
- Families will be encouraged to keep their camper(s) home from camp to decrease risks of spreading illness.
- Each Camp site will have weekly updated reports for the emergency contacts for each camper. Parents will be required to provide more than two (2) additional contacts to increase our ability to reach them in an emergency situation, whether related to COVID or other emergency.
- Staff members will receive mandatory training on the following topics:
 - How to identify symptoms and risk factors.
 - How to reduce the risk of exposure with proper use of Personal Protective Equipment (PPE) (i.e., Putting on face coverings, masks, shields, gloves, and/or goggles).
 - The proper use of non-contact thermometers.
 - Properly sanitizing their classrooms and workspaces, and how to securely store cleaning agents.
 - Where to find the most credible news and information about the COVID-19 outbreak.
- Staff will train campers on the importance of proper hygiene (i.e., handwashing, using sanitizers, coughing/sneezing etiquette), the proper use of PPE, and social distancing.

Supplies and Protective Equipment available at Camp

Staff and campers are encouraged to bring their own cloth face masks.

AAA Academy will provide:

- Plexiglass shields for each desk.
- EPA approved hand sanitizer.
- EPA approved handwashing soaps.
- EPA approved disinfecting wipes.
- Gloves.
- Adult-sized and child-sized disposable masks.

Cohort Groups

Small groups of campers, also called cohorts, will follow the California Department of Public Health guidance for youth groups, found here: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

Cohort Summary:

- Cohort Size:
 - Youth Camp: Groups of no more than 14 campers and two supervising adults. Our camp sessions are designed to have one instructor and 14 campers during each session.
 - Teen Camp: Groups of no more than 12 campers and two supervising adults. Maximum capacity of classrooms at the University of Redlands dictate no more than 12 students in each room assigned.
- Groups will not mix, remaining separate throughout the day.
 - Groups will meet in separate classrooms.
 - Groups will eat snacks and meals outside whenever possible.
- Plexiglass barriers will be provided as required, by AAA Academy, for each camper desk used.
- Nonessential visitors, volunteers will be limited.

Physical Distancing:

- Youth Camp:
 - Arrivals:
 - Each level of campers will arrive at a separate gate to limit the number of campers entering at a time.
 - Older youth (grades 5th through 6th) may enter with younger siblings.
 - Entry points will be provided on a map to parents in advance of camp beginning. Additionally, signs will be posted at each gate to facilitate drop-off.
 - Parents and guardians will not be allowed on-site at this time.
 - Departures:
 - Each level of campers will be walked to the same entry gate they entered by. Staff will remain with campers until all youth are picked up.
 - Youth who have not been picked up will be walked to the Camp Office to remain with Camp Director and Assistant until a parent or guardian arrives.
- All staff members, campers, essential visitors, and essential volunteers will undergo mandatory temperature screening and daily verbal health pre-screening questionnaire prior to entering the camp.
 - Staff members will undergo this process with the Camp/Enrichment Director and/or the Camp Assistant.
 - Handwashing and/or sanitizing will be required frequently and when exiting or entering a classroom or other workspace.
- Outdoor areas:
 - Face coverings will be worn throughout outdoor activities.
 - No contact related activities will take place.
 - Shared equipment will be properly sanitized after each use and limited or eliminated whenever possible.

Adequate Ventilation:

- The quantity of outside air for classrooms will be maximized through the following:

- Windows and doors will be kept open for maximum ventilation to the extent possible, except when the US EPA Air Quality Index is greater than 100 for any pollutant, or if opening windows or letting in outdoor air by other means would cause a hazard, for instance excessive heat.
- Redlands Unified District facilities are adjust as noted in the Redlands USD Reopening Plan CDPH:
 - HVAC filters have the appropriate MERV rating and ionization system.
 - All ACs are programmed for a minimum of 15% fresh air intake when they are on.

Hand Sanitizers:

- Hand sanitizing solutions are kid-safe and EPA-approved.
- Hand sanitizer dispensers will be provided in all classrooms by AAA Academy.
- All campers, staff members, essential visitors and essential volunteers will be expected to sanitize their hands frequently and as needed.
- Campers and staff will be required to properly wash and/or sanitize hands at the beginning of the day, prior to and after eating snacks/meals, after using the restroom, prior to and after recess, and upon entering and leaving the classroom/office, etc.
- Proper sneezing and coughing etiquette will be modeled and reinforced by staff members.

Isolation Room:

- A camper who has one or more symptoms of illness will immediately be escorted to an isolation space.
 - The Isolation Space will be stocked with appropriate PPE.
 - Strict disinfecting protocols will be followed after each use of the space.
- The camper will be screened, and their parent, guardian, or emergency contact will be required to pick up the camper if the camper has a fever of 100.4 or higher.
- In the even that a camper has a fever of 100.4 or more and a parent, guardian, or emergency contact is unable to pick up the camper, emergency services may be called.

This plan was developed in compliance with:

Industry Guidance for K-12 as part of the Day Camp Guidance updated by the CDPH on May 18, 2021

Here: <https://covid19.ca.gov/industry-guidance/#daycamps-guidance>