

# **SUNSHINE**

**DAY CAMP**

## **COVID-19 Plan of Operation**

**Updated: April 2021**



## Sunshine Day Camp: COVID19 Plan of Operation

### About This Document

This document, *Sunshine Day Camp: COVID-19 Plan of Operation*, will be supplemented with another document, *Staff Procedural Details*. The *Staff Procedural Details* document is designed to give staff further details of implementing these policies to help prevent the spread of COVID-19. These two documents, *COVID-19 Plan of Operation* and *Staff Procedural Details* have been used in remote staff trainings prior to reopening and will be our guide while under current health orders.

The COVID-19 pandemic is a challenging and fluid situation. Federal, state and local orders and guidance may change frequently. This plan will be updated as required or as new orders are modified or lifted.

### Sunshine Day Camp COVID-19 Plan of Operation

This plan of operation is in accordance to the California Department of Social Services, LA County Department of Public Health, and CDC recommendations. This plan of operation is designed to reduce the risk of exposure and spread of COVID-19. In this plan of operation, the following will be reviewed:

- **Staffing**
- **Facility Capacities & Childcare Demand**
- **Prevention of COVID-19 for Staff and Families**
- **How to Talk to Young Children About COVID-19**
- **Health Certification of Staff and Child**
- **Daily Screening Procedures for Staff and Child**
- **Physical and Social Distancing Strategies**
- **Temporary Modified Hours of Operation**
- **Drop off and Pick Up Times**
- **Staff to Children Ratios (1:10 ratio) & Group Size (max 10 children)**
- **Proactive Measures of Staff**
- **Mealtimes-Lunch & Snacks**
- **Bathroom Use**
- **Child Personal Supply Bag**
- **Cleaning and Disinfection**
- **Cloth Face Covering Requirement**
- **Tuition Schedule**
- **Sample Daily Schedule**

This plan will be provided to all Sunshine Day Camp staff, all Sunshine Day Camp families, and all other required entities requesting documentation (including Department of Social Services). This plan will additionally be posted at our facilities.

## **Notice of Risk of COVID-19**

The Sunshine Day Camp COVID-19 Plan of Operation and Staff Procedural Details documents follow current recommendations and requirements as outlined by the Department of Social Services and Los Angeles County Health Department. While these policies and procedures are thorough and comprehensive Sunshine Day Camp cannot guarantee that a staff or child will not be exposed to COVID-19 or sickened from it. Further, attending any public place could increase your risk and your child(ren)'s risk of contracting COVID-19.

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Staff members with serious underlying health conditions or other health concerns, should talk to their healthcare provider to assess their risk and to determine if they should return to work during the pandemic.

**Please note that this plan is about reducing exposure and the spread of COVID-19. While this plan is thorough and comprehensive, and based on current recommendations, it does not guarantee that a staff or child will not be exposed to COVID-19 or sickened from it.**

## **Vulnerable/High Risk Groups (From CDC)**

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it's important that everyone practices healthy hygiene behaviors.

- **Staff members** with serious underlying health conditions, should talk to their healthcare provider to assess their risk and to determine if they should stay home.
- **Children:** Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk your health care provider to assess their risk and to determine if they should stay home. Please inform your director for clarification, or a possible individual prevention plan.

## **Staffing**

As part of enhanced safety and health protocols, Sunshine Day Camp will staff each building with at least one (1) Facility Director, (1) Assistant Director, and other qualified staff to oversee the drop-off process and address any issues that arise. In addition, one support staff will be stationed at each facility to ensure cleanliness throughout and provide additional support as

needed. All other staff will be stationed with stable groups of children with no more than 10 children per group. Staff to child ratios for groups will not 1:10.

All staff will undergo extensive training of enhanced safety protocols, observation, and sign-off from management.

### **Facility Capacity Reduction**

Due to current health orders and requirements from the Department of Social Services, all licensed childcare programs must ensure stable group sizes. This, along with physical distancing practices may reduce Sunshine Day Camp facility capacities under the current health order.

These reduced capacities will continue until the Department of Social Services and Los Angeles County updates the order.

### **Prevent the Spread of COVID-19**

Staff, parents, and children are encouraged to take everyday preventive actions to prevent the spread of any communicable disease. Here are some advisements regarding COVID-19:

- **Wash your hands often** with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Young children must be supervised when they use hand sanitizer to prevent swallowing alcohol. Signs will be posted in restrooms and near sinks that convey proper handwashing techniques.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.
- **Clean and disinfect** frequently touched surfaces.
- **Cover cough and sneezes** with a tissue. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your elbow, not your hands
- **Use a cloth face covering** to cover your mouth and nose when you have to go out in public. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation. Persons with disabilities or who may not be able to safely and practically put on a face covering should consult with a health care provider about alternative protection methods.

### **How to Talk to Young Children About COVID-19 & Physical Distancing**

In preparation for their return, parents are encouraged to talk to their child about COVID-19 and prepare them for some of the changes. The CDC has provided an excellent resource about this topic that can be found at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

Sunshine Day Camp will implement strategies to model and reinforce social and physical distancing. This will include smaller group sizes, staggered outdoor playtime, and other distancing methods such as visuals for spacing and movement of furniture. Help your child to prepare for this prior to their return by:

- Modeling physical and social distancing when interacting with others
- Role-play what social distancing looks like by demonstrating the recommended distance.

- Give frequent verbal reminders
- Create and develop a scripted story about social distancing, as well as handwashing, proper etiquette for sneezes, coughs, etc.
- Model and practice handwashing before and after eating, after coughing or sneezing, after playing outside, and after using the restroom.

### **Health Certification of Staff and Child**

- If any person in the household tests positive for COVID-19, or have been exposed to a person that has tested positive for COVID-19, must follow local order regarding quarantine and/or isolation. In addition, all persons must follow local order pertaining to travel restrictions and any other order that require quarantine/isolation.
- Staff and children who are displaying **ANY** symptoms of illness will **NOT** be permitted to enter the building. Symptoms of COVID-19 are wide-ranging, from mild to severe. Others may be asymptomatic. Symptoms may appear **2-14 days after exposure to the virus**. The below list is not all inclusive. People with these symptoms may have COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pain
  - Sore throat
  - New loss of taste or smell
- Daily screenings (see details about daily screenings below) will take place prior to any person being allowed in the building, including body temperature using a non-touch thermometer.
- Staff and parents are asked to be vigilant by looking for symptoms by pre-screening and self-certifying they are well.
- Staff and parents are encouraged to stay in touch with facility management if or when they start to feel or see symptoms.
- If a child or staff develops symptoms while attending Sunshine Day Camp, they will be immediately separated from the children until they can be sent home. An isolation room has been designated in each facility.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation. Contact a health care professional for appropriate guidance to your symptoms.

### **Daily Child & Staff Screening**

Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness will not be admitted to the facility. Children that have members of their household that are displaying any of the above symptoms will also not be admitted to the facility.

The facility must be notified if a child or staff has taken any fever reducing medication in the past 24 hours. Staff and parents should be on the alert for signs of illness and stay home when they are sick.

### **Daily Self-Certification Prior to Coming to Facility**

Prior to coming to the facility, staff and parents should take the following self-certification questionnaire:

1. Do you (staff or child) have a temperature above 100.4 as of this AM?
2. Have you (staff or child) taken a fever reducing medication in the past 24 hours? Was the medication to reduce a fever or for another treatment?
3. Did you (staff or child), or anyone in your house, have any of the following symptoms within the last 24 hours: fever, cough, difficult breathing or other signs of illness?
4. Have you (staff or child) had any exposure to another individual with suspected or confirmed COVID-19 cases?
5. Have you (staff or child) traveled outside the Country over the past 14 days? If yes, have you been tested for COVID-19?

### **Daily Screening/Questionnaire of Staff and Child**

Upon arriving to the facility, children and staff will be screened prior to entering. The screening will be done by the facility director, assistant director, or other qualified staff member. Please maintain a physical distancing of at least 6 feet apart while waiting to be screened.

Note: Curbside drop off (parent and child remain in car) may be available at some locations. Details will be provided if you facility can accommodate curbside drop off.

Each child and staff will be screened prior to entering the facility. Here is the process:

1. Staff and Parent will be asked the questions from the self-certification questionnaire.
2. The screener will then visually inspect the staff and child for signs of illness which includes flushed cheeks, rapid or difficult breathing (without recent physical activity), fatigue, and mood of the person (extreme fussiness, lethargic, etc.).
3. If staff and child pass the questionnaire and visual inspection, they will then have their body temperature taken with a non-touch thermometer.
4. If their body temperature is below 100.4<sup>0</sup>, staff and child will receive hand sanitizer to thoroughly rub in and then allowed to enter the facility.
5. The no touch thermometer will be wiped with an alcohol wipe after each use.

Screener will wear a PPE mask (as supplies are available), or cloth face covering during screenings. All other staff inside the building will be using cloth face coverings and rely on physical distancing (see below).

### **Travel Restrictions & Recommendations**

Parents and staff are encouraged to monitor reputable news outlets regarding the spread of COVID-19. This includes places that you or your family may be visiting in the near future. Parents and staff are admonished to follow any and all travel advisories/orders.

## **Physical Distancing Strategies**

Social and physical distancing is a practice recommended by public health officials to slow down the spread of disease. It requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases. It additionally requires canceling or postponing the number of gatherings and group activities, reducing all group sizes, and appropriate physical distancing between individual, as much as possible. Sunshine Day Camp will adhere to the following distancing guidelines:

- All nonessential visitors will be restricted from entering the facility. This includes parents during this heightened reopening phase.
- Group size will be limited per health order.
- Groups will include the same group of children each day and not comeingle with other classes during the day.
- All large group activities will be temporarily canceled, including rally, opening and closing rooms (where all children are together).
- Lunch, snack, and outdoor playground times will be staggered so that children remain in their consistent groups and do not comeingle.
- Children will be encouraged to distance themselves from other children and staff during activities and throughout the day.
- Staff and children will follow a no touch policy. This includes no handshakes, high-fives, hugs, fist bumps, etc. Instead, children and staff will use other ways to acknowledge friends such as air high-fives, waving, and audible greetings.
- The indoor environment will be frequently extended to outdoors, and bring the class outside, weather permitting.
- Open windows to ventilate the facility.
- Arrange developmentally appropriate activities for smaller group activities and rearrange furniture and play spaces to maintain 6-foot separation, when possible.
- Find creative ways to use yarn, masking tape, or other materials for children to create their own space.

## **Modified Hours of Operation**

In order to properly staff, adapt to new classroom sizes and ratios, and provide additional staff for screening and cleaning, Sunshine Day Camp will modify the hours of operation to Monday-Friday, from 7:00am-6:00pm. These hours of operation will remain in place until more restrictions are lifted.

## **Teacher to Child Ratio & Group Size Guidance**

Childcare centers are required to follow current local county health orders regarding child ratio and stable group size for prevention, containment, and mitigation measures. Sunshine Day Camp works diligently to adhere to the current LA County Health Order.

## **Proactive Measures of Staff**

Sunshine Day Camp staff will be trained to proactively examine the facility and environment for safety. Here are some areas that will be examined and implemented throughout the day:

- Ensure proper physical distancing where possible.
- Place on additional protective equipment when within 6 feet of a child (e.g. additional face mask or face shield)

- Properly clean and disinfect the facility throughout the day (see *Cleaning and Disinfecting of Facility* section of this plan)
- Have manipulatives accessible that are easy to clean and sanitize throughout the day.
- Restrict sharing of toys and food between children.
- Offer more opportunities for individual play and solo activities, such as fine motor activities (i.e., drawing, coloring, cutting, puzzles, and other manipulatives).
- Plan activities that do not require close physical contact between multiple children.
- Stagger indoor and outdoor play and adjust schedules to reduce the number of children in the same area.
- Designate a tub for supplies that need to be cleaned and wiped after use.

## **Mealtimes**

Sunshine Day Camp will:

- Utilize more tables to spread children out, and visuals (e.g. name cards) to ensure adequate spacing of children.
- Practice proper handwashing before and after eating.
- Use paper goods and disposable plastic utensils and follow safe food handling guidelines.
- Immediately clean and disinfect trays and tables after meals.
- Avoid family- or cafeteria-style meals, ask staff to handle utensils, and keep food covered to avoid contamination.

## **Breakfast, Lunch & Snack**

Please provide your child a solid breakfast prior to sending them to the facility. A snack area will be designated should you need to send your child with breakfast.

Sunshine Day Camp will **not be providing food**. This is another precaution to help limit exposure and spread to the children.

Parents should send their child with a lunch that contains its own cold source/does not need reheating, and morning/afternoon snack.

As restrictions are lifted, Sunshine Day Camp may modify this policy and provide afternoon snacks. We will notify you when this happens.

## **Bathroom Use**

Bathrooms will be cleaned after each use when possible, or at minimum every hour. When children use the bathrooms staff will:

- Ensure proper privacy for the child
- Use this time as an opportunity to remind/reinforce healthy habits and monitor proper handwashing.
- Teach children to use a tissue when using the handle to flush the toilet.
- Wash hands for 20 seconds and use paper towels to dry hands thoroughly.

## **Child Personal Items/Daily Backpack**

Children are encouraged to bring a labeled backpack or other bag to ensure personal items are separate from others. In this bag, a child should bring the following:

- School Supplies-including school laptop/Chromebook for any remote schooling that needs to occur
- WIFI hotspot as needed for internet connection (for remote school)
- Snack(s)-a morning and afternoon snack. For big eaters, provide additional snacks as necessary.
- Lunch-A lunch that has its own cold source and does not require heating
- Home Toys-Toy(s) that the child may wish to play with during the day.
- Extra face covering in the event their main face covering is dropped or soiled

Children are encouraged to take care of their personal belongings, so they are not misplaced. Expensive items are discouraged from being brought to the center.

## **Cleaning and Disinfecting of Facility**

Sunshine Day Camp will clean and disinfect frequently touched surfaces throughout the day, such as doorknobs, light switches, classroom sink handles, countertops, tables, chairs, and cubbies. This includes the bathroom, after each use.

In addition, craft supplies such as scissors will also be properly disinfected after use. Tubs will be used to properly determine which supplies are dirty and which have been sanitized.

Toys: Each parent is encouraged to send their child with a backpack of his/her own toys to play with during the day. Children will not be allowed share home toys with other children during this plan of operation.

For disinfection, Sunshine Day Camp is using a EPA-approved disinfectant that is effective against the virus that causes COVID-19. If surfaces are dirty, it will be cleaned using soap and water prior to disinfection. All cleaners used will be done per the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.

- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Disposable disinfecting wipes will also be used by staff on commonly used surfaces such as keyboards, phones, and desks.

At the end of the day, after the children have left, the following will be cleaned and disinfected:

- All tables and counters
- All chairs used
- Frequently touch areas: doorknobs, light switches, classroom sink handles, countertops, tables, chairs, and cubbies.
- Bathrooms (completely cleaned)
- Floors (carpet and hard floors)

During cleaning, the windows will be open to help with ventilation.

### **COVID-19 Notification of Infection & Plan**

If a staff member or child becomes sick with COVID-19, Sunshine Day Camp will work closely with the Department of Social Services and LA County Department of Health regarding mitigation and containment. This includes how to properly contain and disinfect the facility, as well as determining **IF** a temporary closure is needed to stop an outbreak. Here are some of the protocols:

- If a child develops COVID-19 symptoms while at the center, the child will be isolated from all other children in an isolation area (generally facility office). The child's parent/guardian will be immediately notified for the child to be picked up. Parent and guardian must then isolate the child, and any other children living in the child's household as recommended by CDC (3 days fever free and at least 10 days from first symptoms occurring).
- The isolation room is thoroughly cleaned and disinfected, as well as all other areas the child has used that day (e.g. bathroom, assigned room, etc.).
- If COVID-19 is confirmed in a child or staff member:
  - Sunshine Day Camp will notify the LA County Department of Public Health of the case and follow guidance.
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - Continue routine cleaning and disinfection.

Privacy laws prohibit certain information that can be publicly shared (i.e. patient name(s) grade, age, gender, etc.). However, parents and staff can and will be informed of confirmed positive COVID-19 tests at the center they are attending. Sunshine Day Camp will follow LA County Health Department Guidance regarding notification and program closure.

### **Face Masks (Recommendations from California Department of Public Health)**

Our best community and individual defense against COVID 19 are washing our hands frequently, avoiding touching our eyes, nose and mouth with unwashed hands, avoiding being around sick people and physical distancing. There may be a benefit to reducing asymptomatic transmission and reinforcing physical distancing from the use of face masks.

#### **Face Mask Requirement**

Current health orders require persons to wear a face mask when in public places. This is also a requirement for children and staff when they are at the facility. Unless there is a disability or other medical reason, all staff and children must wear a face mask per health order requirement.

Face masks can be removed during the following activities:

- Meal & Snack time

- During outdoor free play and outdoor activities when a child is engaging in solo physical activity.

If your child is unable wear a face covering please notify your director for approval prior to showing up to the center. A doctor's note will be required. Your support is greatly appreciated. This policy will be revised as health recommendations change.

### **Type of Face Covering**

A cloth face covering should cover the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It is important that the face covering is somewhat comfortable to wear so the child is not constantly touching the face covering.

### **Care of Face Masks**

Face masks should be cleaned daily (for reusable). Disposable masks should be discarded after use. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric