

Camp Fire Alaska COVID-19 Summer Adventure Camp

Procedures

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**Welcome to the Camp Fire Alaska Summer Adventure Camp Team,**

Camp Fire Alaska is the largest childcare provider in the State of Alaska. For decades, our Before and After School Age Program and summer programs have provided families peace-of-mind that their children are safe and cared for. We are thankful and honored to be able to offer Emergency Childcare to healthcare workers and first responder families during the COVID-19 Pandemic. With an increased demand on our essential workforce, emergency childcare has been a vital part of our state’s ability to effectively and quickly respond to this public health emergency. In order for our first responders and healthcare workers to be able to do their jobs, their children must first be in good hands.

The success of our Emergency Childcare sites has given us the upmost confidence to run a successful Summer Adventure Camp. We want you to know that your safety and wellbeing is our top concern and we are working hard to ensure that our childcare facilities are safe and fun for you and the families we serve. As none of us have ever experienced a global pandemic in our lifetimes, it is a learning curve for us all. We hope that this experience is one of growth and, even more so, we hope that you enjoy the time you spend with youth during this stressful time. You have the opportunity to provide children with support, to find connection in creative ways, and to learn in a non-traditional setting.

You’ll notice in that the procedures for our Summer Adventure Camp vary greatly from years past. This is not business as usual. You have been invited to join our team because we believe you to be adaptable and dependable. Our theme this year is accountability and now, that is more relevant than ever. The decision to run Summer Adventure Camp was a difficult one. There is immense risk and immense reward. Our success depends on your vigilance in following these policies and procedures. Furthermore, you will have heightened responsibility to heed the words of public health officials and practice expert physical distancing in and outside of work.

Every day, sometimes every hour, things are changing. It is likely that as this situation evolves, so too will our program. Each day we will be evaluating risk and updating policies and procedures.

As we begin training we ask that you are patient with us and speak up when you have questions and concerns.

Your comments will be crucial in helping us to build the best program we can in such adverse circumstances. One of Camp Fire Alaska’s Core Values is “Strive for excellence through innovation.” We are ready and prepared to live up to this value.

We are so grateful for each and every one of you!

The Camp Fire Alaska Directors and Management Team

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*Camp Fire Alaska Summer Adventure Camp Sites must maintain an up-to-date copy of this Procedures Manual on site.*

**Summary of Summer Adventure Camp**

Camp Fire Alaska will be operating Summer Adventure Camp at select Anchorage School District (ASD) locations to meet the critical need for care during the COVID-19 event impacting our community and families. These programs will operate as Municipal Licensed Child Care Programs and in accordance with licensing regulations.

**Program Description**

* Operate Full Day Licensed Child Care Programs
  + Monday through Friday
  + 7:00am-6:00pm (6:30pm in Eagle River)
  + Program dates: June 1st-July 31st
  + Set-up dates: May 26-May 29 (8:00am-6:00pm)
* Locations:
  + Alpenglow Elementary
  + Denali Elementary
  + Spring Hill Elementary
  + Loussac Place
* Capacity
  + Youth: Maximum of 60 youth per site (6 total classrooms)
    - These groups will remain separate at all times (activity, meals, outdoors) in accordance with State Mandate 016
    - The daily schedule and program routine is adapted so staff will work with youth in groups of 10 or less at any given time in separate areas
    - Groups of youth and staff will be kept in the same cohorts together in classrooms and will not intermix with other group of youth during activities, outside, or meal times, etc.
    - Physical distancing practices will be monitored and addressed throughout program times
  + Staff:
    - Minimum of 6 per site working directly with youth (in each classroom)
    - Minimum of 4 on-site supervisors to support all aspects of site operations
      * i.e. Conducting health screenings, preparing meals and activity supplies, providing behavioral supports to youth, and cleaning and sanitizing regularly
    - Minimum of 1 Camp Fire Leadership staff will be on site to monitor program and conduct daily health and safety audits.
    - Additional Camp Fire Leadership staff could be on site to deliver supplies and provide support as needed.
* Ages to be served
  + Ages 5-13 will be served in accordance with current Municipal Licenses
* Families to be served
  + Camp Fire programs will be open to the community to enroll and register
  + We will prioritize registration for the families currently attending Emergency Child Care locations (First Responder and Critical Health Care worker families as well as critical infrastructure workers)

**Camp Fire Summer Adventure Camp Staff Roles**

1. **Primary Site Directors (PSD)** will be responsible for:
   1. ensuring Program Staff and leadership are following procedures
   2. making any phone calls to parents or leadership
   3. overseeing daily schedule and transitions from one area to another
   4. conducting all health screenings on youth, staff, and leadership
   5. ensuring all the necessary paperwork is filled out
   6. ensuring appropriate and realistic physical distancing
   7. escorting youth to cars during pick up
   8. conduct regularly scheduled observation and coaching sessions
2. **Schedule Coordinator** staff will be responsible for:
   1. Preparing and serving meals
   2. completing food service paperwork
   3. placing activity supplies out prior to youth arrival
   4. ensuring all staff have supplies and equipment as needed
   5. ensuring appropriate and realistic physical distancing
3. **Support Specialist** staff will be responsible for:
   1. Assisting in youth screenings
   2. Signing youth into program
   3. Scan and submit documents electronically
   4. Assisting in escorting youth to car during pick up
4. **Behavioral Support Specialist** staff will be responsible for:
   1. overseeing the isolation of sick children
   2. working closely with Family Services Manager for understanding and/or developing youth POC, BIP, and other supports
   3. administration of medication
   4. overseeing and ensuring behavior logs are updated daily / as needed
   5. reviewing all incident reports before submission
   6. conduct regularly scheduled observation and coaching sessions for Summer Lead Program Staff
5. **Site Director** staff will be responsible for:
   1. taking on role of Primary Site Director as needed
   2. taking on role of Schedule Coordinator as needed
   3. taking on role of Support Specialist as needed
   4. taking on role of Behavioral Support Specialist as needed
   5. conduct regularly scheduled observation and coaching sessions
6. **Summer Lead Program Staff** will be responsible for:
   1. facilitating activities
   2. ensuring all supplies, toys, and classrooms are clean and sanitized throughout the day
   3. ensuring appropriate and realistic physical distancing
   4. overseeing appropriate youth hygiene practices
7. **Regional Supervisors** will be responsible for:
   1. overseeing daily operations of the site
   2. confirming the completion of all Kapers at the start and end of the day
   3. supervising leadership
   4. communicating with parents and staff
   5. communicating with Program Managers and Chief Program Officer
   6. ensuring procedure compliance through routine audits
   7. monitoring hallways or assigning leadership to this task
   8. cleaning and sanitizing as needed
   9. conduct regularly scheduled observation and coaching sessions

5. **Program Managers** will be responsible for:

1. overseeing daily operations of the sites
2. supervising leadership
3. communicating with Chief Program Officer

***All staff are expected to attend scheduled meetings and trainings as assigned.***

**Call Out Procedure :** Due to heightened procedures around illness we encourage staff to play it safe in regards to their health. If you do not feel well it is best to call out. No one will be penalized for calling out sick. *Please notify the On Call Manager at 907-717-4540 at least a half hour prior to the start of your shift.*

**Staff Expectations and Coaching**

**Observations**

Regional Supervisors (RSs) are to have scheduled observation time daily and document observations in Supervisor Notes. Each site staff member should be observed at least once per week. Observation feedback of staff should be delivered by the observing RS in a direct and timely manner. Any observations that (possibly) warrant a coaching plan should be shared directly with that pertaining staff and that staff’s supervisor. Overall site feedback should be shared during Shift Meetings, 1:2s, and with SAPL team members.

Primary Site Directors should conduct unscheduled/informal observations of all staff 2X week (can be formally scheduled if preferred). Observations should be documented in supervisor notes and coaching should be provided as needed in a direct and timely manner.

Observation notes should be kept within the observed staff’s folder in the P-drive and should be updated no less than weekly.

**P:\SAP\COVID-19 Program Resources\Prep for Emergency Site Operation\Staff\_staffing\_\Supervisor Notes**

**Coaching Plans**

A coaching plan for a staff member can be developed between the staff’s direct supervisor and another supervising party. Coaching plans should involve the following:

* A concrete goal and benchmarks
* A timeline
* Specified observation times
* A meeting with the staff member to review and agree upon the plan
* Follow up meetings
* Assessment and delivery of needed staff supports

**Meetings**

Regional Supervisors are to have weekly 1:1s with their Program Manager. These will be scheduled by the Program Manager and will typically last one hour. The purpose of these meetings are to provide an overview of site programing, site needs, and staffing. RSs should be prepared to share the following specifics:

* Youth behaviors and issues
* Staff observations, highlights, and coaching plans
* Upcoming events
* Program Ideas

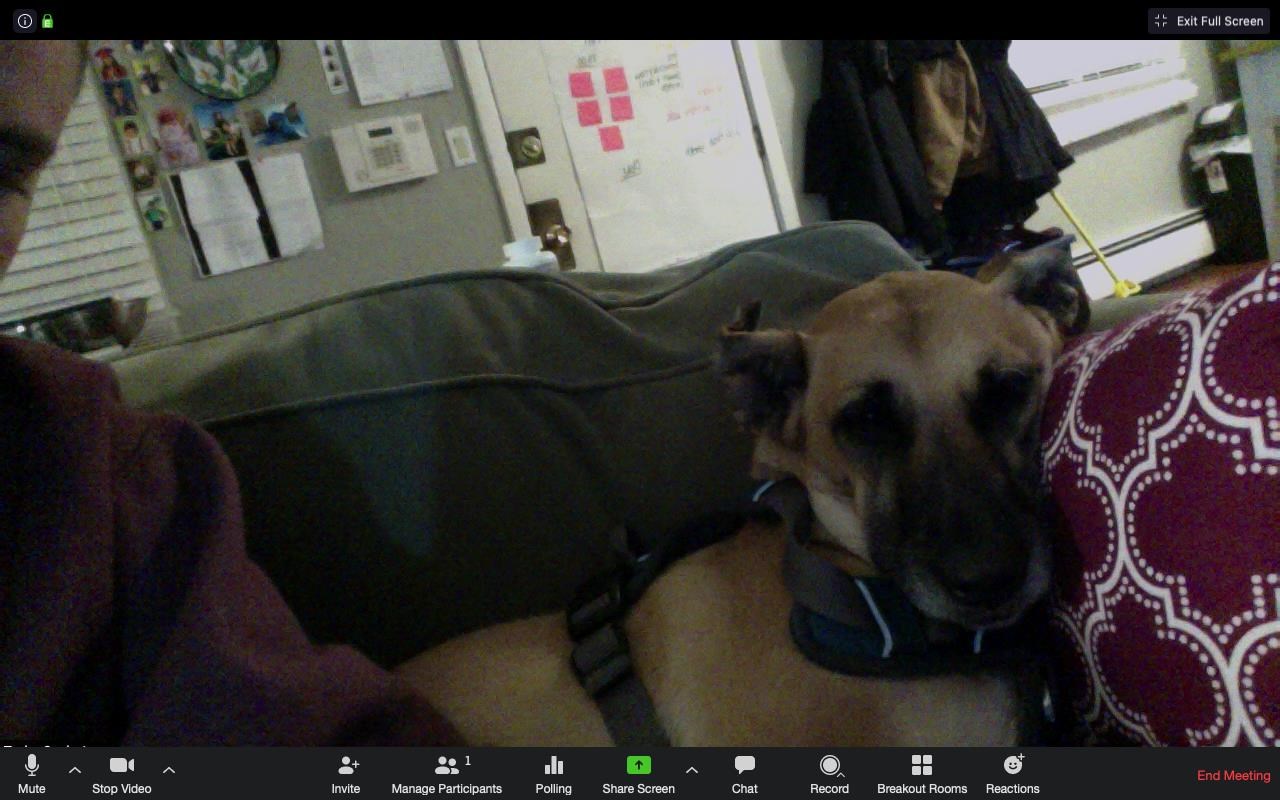
Regional Supervisors are to schedule weekly Shift Team meetings. Weekly Shift Team meetings will typically last 15 min. either prior the start of site or once all youth leave and will cover any upcoming staff events, any information or changes that need to be shared, and any site issues that need to be discussed - including site feedback/observations.

Regional Supervisors are to have weekly 1:2s with their shift’s leadership. These will be scheduled by the RS and will typically last a half hour. The purpose of these meetings are to be used to talk through current and possible site special activities and events, as well as provide weekly feedback based upon observations and receive program/direct feedback, an overview of site programing, an assessment of site needs, and staffing concerns.

**Training & Meeting Expectations**

* Have a computer with a webcam prepared, charged, or plugged in
* Have headphones ready if needed
* Find a quiet place with limited distractions
* Have a paper and pen ready to take notes
* If possible, have this PDF of the Procedures Manual readily available while in trainings
* “Arrive” in the Zoom room 5 minutes early to get yourself situated

**How to Work Zoom:**

* Step 1: Copy and paste the link provided in your web browser.
* Step 2: “Download and Run” Zoom
* Step 3: Join with audio
* 
* **Mute:** Controls your audio. Remember to unmute yourself when you want to speak and to mute yourself if you are not.
* **Video:** Be sure to have your video turned on.
* **Chat:** Communicate with all participants or to send messages to specific participants by clicking on their name in the participants list.
* **Reactions:** Give a thumbs up or an applause.

**Site Set Up**

* Classrooms will be assigned to each cohort.
  + These classrooms will have bathrooms in them. These are the only restrooms youth are to use, unless the cohort are in the gym/MPR.
  + Staff will have access to staff restrooms.
  + The classrooms will have baskets that are preassigned to youth and not to be shared. These baskets will be 6 feet apart and kept in the hallway. Youth can also keep an additional basket under their desks for daily, continuing projects.
  + Youth will get preassigned program supplies, such as, glue sticks, crayons, scissors etc… This supplies will be kept at their desk.
  + All program supplies will be set out prior to the start of program
  + Desks or tables will be spread 6 feet apart and painters tape will be used to identify their locations.
  + Youth will be called up one at a time to wash hands.
  + Each classroom will have a Peace Space that will function as a quiet reading area as needed. Only one youth will be in the Peace Space at a time. The Peace Space must be 6 ft away from any chairs in the classroom.
  + Each classroom will have a pitcher of water and cups if youth do not have a personal water bottle. At the start of each day, staff are to wash hands and fill the pitcher. The pitchers are to be emptied and washed at the end of each day. Youth are not allowed to touch the pitcher of water. Staff are to wash hands prior to pouring water for youth.
* An additional classroom will be a designated isolation room. If a youth starts to feel sick staff are to follow the Responding to Possible Illness in Program Procedures. This room will be prepped with a sanitized sick mat and a select amount of toys.
* There will be a designated location at each site for cleaning and sanitizing. Toys should be left to air dry away from youth and in a well ventilated location.
* Each site will have a Staff Room (usually the teacher’s lounge) which will be used by staff during breaks and will have baskets for staff belongings. Food service prep will also take place in the staff lounge. There will be an “Updates Board” where procedure changes will be posted. Handwashing should NOT take place in the staff lounge. Handwashing can only be done in the staff restrooms or classrooms. In the staff room, there will be baskets, separated by a distance of at least 6 feet, which will be labeled for each staff member (each staff member will have their own basket). The Staff Room will also have a walkie station (where walkies will be stored and charged overnight) and a cleaning station which will be used to clean any items, other than clothing, taken into the site program space.
* The MPR will be utilized as a gym. This will be sanitized daily. Youth will be encouraged to play games that limit contact and practice individual skill building. For example, each youth will receive a basketball. This equipment will be laid out prior to youth entering the space.
* The gym will be utilized as a gym and will follow the same procedures.
* Food service preparation will occur in a designated location and will be conducted by the same staff. Youth and staff will eat meals in their classrooms and will have pre-plated meals delivered to each classroom.
* Each site will have a sign placed outside the entrance doors each morning that provides the site phone number and asks that people do not enter the building without first being screened by the Primary Site Director.
* Each site will have a sign posted on the playground which states that the playground is a Camp Fire AK rental and the designated times of use.

**Shift Procedures**

**Staff Room Use:** When transitioning in or out of the Staff Room, staff should wash their hands prior to going to another space. The Staff Room is primarily meant to store staff items and to be used as an office work space for RS and PM staff members. Youth are not to be in the Staff Room. Staff should only be in the staff room at the start or end of their shifts or during approved breaks (which can be used to consume any perishables brought from home). Physical distancing guidelines should be followed as outlined in this manual and as always, staff should show respect for other people’s belonging.

**Staff Breaks:** Due to the intensity of current events and in support of our Site staff, staff will be given the opportunity to take one, 10-15 minute approved, paid break during their shift. Breaks must be taken in the Staff Room or outside of the building and on building premises. Staff must have prior approval by site leadership and CANNOT leave youth unattended under ANY circumstance. Staff breaks are the only time during which food from home should be consumed. All staff who use the staff room for office work or to consume meals, should clean and sanitize any hard surfaces they used before leaving.

**Shift Start Steps:**

1. Sign into Deputy

2. Complete your health screening

3. Use hand sanitizer upon entering the building

4. Go directly to designated Staff Room

5. Place belongings in assigned basket

6. Wash hands

7. Utilize cleaning station to sanitize any non-clothing items that you will be wearing/taking into the program area, such as: phones, water bottles/coffee cups (must be re-usable/washable), lanyards, pens, walkies, etc.

8. Wash hands after sanitizing personal items

9. Complete Site Kaper as needed

10. Utilize staff bathroom (cleaning and sanitizing after use) as needed

11. Go directly to given work post

**Shift End Steps:**

1. Complete Site Kaper as needed

2. Go directly to designated Staff Room

3. Wash hands

4. Clean all items to be left at site, such as: walkies, pens, etc.

5. Wash hands

6. Gather belongings

7. Complete your health screening

8. Sign out on Deputy

**Guidelines for Staff Running Errands for Site**

* Any staff who need to go to the store or conduct business in the public for Camp Fire should exercise caution and practice frequent hand hygiene.
* When possible staff should order online or use curbside pick up to limit time in stores.
* If staff must enter public spaces, they are to maintain a 6 foot distance between themselves and other shoppers.
* Staff are highly encouraged to wear face coverings. See Face Covering Procedures.
* Staff are encouraged to go to stores during hours when fewer people will be there, for example, early in the morning or in the late evening.
* Staff are to disinfect any shopping carts or baskets used.
* Staff are to not touch their face, eyes, nose, or mouth while in the store.
* Staff are to use hand sanitizer when leaving the store and are to wash hands as soon as possible

**Procedures for Delivering Supplies to Site**

Regional Supervisors and Program Managers are the only staff to deliver supplies to site. Staff should wash hands prior to handling program supplies. Staff should coordinate supply delivery with the Primary Site Director to confirm that no youth are in the hallways. Supplies should be delivered through the front door. Supplies should be spot cleaned with soapy water bleach after delivery and wiped down with bleach prior to being delivered to classrooms or stored.

**COVID-19 Awareness: How to Protect Yourself and Others**

More information can be found at CDC.gov/coronavirus[[1]](#footnote-1)

**Know How it Spreads**

* There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
  + The best way to prevent illness is to avoid being exposed to this virus.
  + The virus is thought to spread mainly from person-to-person.
    - Between people who are in close contact with one another (within about 6 feet).
    - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
    - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
    - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

**Everyone should:**

* *Clean hands often*
  + 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.
  + Avoid touching your eyes, nose, and mouth with unwashed hands.
* *Avoid close contact*
* Avoid close contact with people who are sick.
* Stay at home as much as possible.
* Keep six feet of distance between yourself and other people.
* Remember that some people without symptoms may be able to spread virus.
* This is especially important for people who are at higher risk of getting very sick. https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/ people-at-higher-risk.html
* *Cover your mouth and nose with a cloth face cover when around others and/or inside work spaces*
* You could spread COVID-19 to others even if you do not feel sick.
* Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  + - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
    - The cloth face cover is meant to protect other people in case you are infected.
* *Clean & Sanitize*
* Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/ disinfecting-your-home.html
* If surfaces are dirty, clean them: Use detergent or soap and water prior to sanitizing.
* Launder face coverings and cloth materials from site using the hot water setting on your washing machine or place in boiling water for 7 minutes and allow to air dry.

**Procedures for Face Coverings**

Camp Fire continues to monitor federal, state and local health official guidance on the use of masks in our program space. Currently the recommendation from the Anchorage Department of Health and Social Services is that all employees wear a cloth face covering while at work. **Camp Fire Alaska requires *ALL* staff to wear a cloth face covering while at in a work space and/or around others during work hours. [[2]](#footnote-2)**

**Those wearing a face covering at site should:**

• Make sure the face covering covers both the nose and mouth.

• It is highly recommended that one does not remove the face covering until you return home unless eating meals.

• Do not wear N-95 or surgical masks; these are needed by health care workers and first responders.

• Do not rely on face coverings as the primary way to prevent COVID-19 transmission, and be careful to avoid developing a false sense of security through the use of face coverings.

• Continue to follow Camp Fire procedures around social/physical distancing measures, including maintaining at least six feet between yourself and others and washing your hands frequently.

**Procedures for eating:**

• Staff or youth will remove face covering safely: When removing the face covering, avoid touching the front of the face covering (because it may be contaminated). Remove it by grasping the ear loops, ties, or bands.

• Place face covering on designated individual desk/table.

• Immediately after eating, wash hands, replace face covering, then clean and sanitize table and put face mask back on.

**Cloth Face Covering Care:**

• Wash your hands immediately after removing the face covering and before touching anything else.

• Launder face coverings and cloth materials from site using the hot water setting on your washing machine or place in boiling water for 7 minutes and allow to air dry.

If a parent chooses to send their child to program with a face covering that child can continue to wear it as long as they are doing so in a way that is safe for themselves and others. If youth is continuously touching their face, taking the mask off, or leaving it laying around, they will be asked to put the mask with their personal items and wash their hands.

**Additional Information from the Alaska Department of Health and Social Services:**

Scientific evidence available to date indicates that asymptomatic and pre-symptomatic shedding of the virus that causes COVID-19 is occurring. This means that people who have no symptoms whatsoever may be infected with the virus and capable of transmitting the virus to others when interacting in close proximity—for example, speaking, coughing, or sneezing. This heightens the need for community-wide implementation of control measures to prevent the spread of COVID-19 among people who are not experiencing symptoms of illness.

The primary ways to do this are through social distancing, frequent hand-washing, and disinfecting high-touch surfaces. Another tool that may help to minimize transmission while people are around others outside of their household is the use of face coverings. Because we are experiencing a nationwide shortage of medical supplies, including facemasks, we recommend that Alaskans make their own face coverings and wear them in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) -- especially in areas of significant community-based transmission. This recommendation aligns with current national guidance: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/clothfacecover.html

**What is a cloth face covering?**

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

**How do I make a homemade face coverings?**

Cloth face coverings can be fashioned from household items or made at home from common materials at low cost. There are a number of instructional websites and videos that people can refer to for making face coverings; two such videos are available at https://youtu.be/VgHrnS6n4iA and https://youtu.be/1r2C1zGUHbU

**How well do cloth face coverings work to prevent spread of COVID-19?**

There is limited evidence available on how well cloth face coverings help reduce COVID-19 transmission. Their primary role is to reduce the release of respiratory droplets into the air when someone speaks, coughs, or sneezes, including people who have COVID-19 but have no symptoms. Cloth face coverings are not a substitute for physical distancing and washing hands and staying home when ill, but they may be helpful when combined with these primary interventions.

**How should I care for a cloth face covering?**

Wash your cloth face covering frequently, ideally after each use, or at least daily. 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. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. 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

**Personal Protective Equipment (PPE) Procedures**

Staff must wear face coverings in accordance with CDC recommendations.[[3]](#footnote-3) Staff are responsible for maintaining their facemasks and following procedures.

All staff must wear gloves and gowns when cleaning and sanitizing.

Staff conducting health screenings must wear a face covering; gloves, gowns, protective eyewear, and face masks should be worn when taking someone’s temperature with a touchless thermometer.

*All personal protective equipment is to be properly put on and taken off. Staff are to store their equipment in their bins or assigned hooks (staff can have multiple hooks if needed). Staff should always wash hands before and after handling personal protective equipment.*

**PPE Cleaning and Sanitizing**

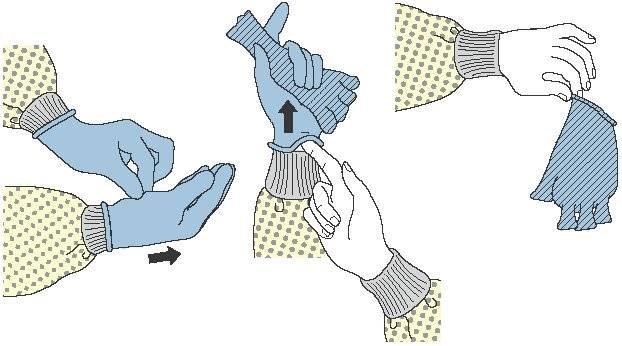
* All PPEs must at least be sanitized after use.
* Protective eyewear is to be cleaned at the end of the day using the 3 sink method.
* Cloth face coverings are to be washed at the end of the day by staff after arriving home. Disposable face coverings should be disposed of.
* Launder face coverings and cloth materials from site using the hot water setting on your washing machine or place in boiling water for 7 minutes and allow to air dry.
* Non-cloth aprons/gowns are to be disinfected with bleach water solution at the end of the day.

**Putting on PPEs**

* Gowns: If staff are wearing gowns, the gown should be put on first. Fasten the gown.
* Protective eyewear: Place over eyes and adjust to fit.
* Gloves: If wearing gown, extend gloves to cover wrists over the gown.

**Removing PPEs:** Soiled PPEs should not touch any surfaces. If they do, that surface must be cleaned and sanitized.

*Gloves:* should be the first item removed. To remove gloves, staff should pinch the outside of one glove near the wrist. Staff should then pull and remove that glove, bunching it up in their gloved hand. Staff should then place two clean fingers under the wrist of the gloved hand and pull the glove off, inside out, over the bunched gloved. Using this method, ensures that your bare hands do not touch any parts of the soiled gloves. Gloves should be disposed of immediately.



*Protective eyewear:* should be handled by the earpiece or headband. Eyewear should be hung on hooks provided for staff. Eyewear should be sanitized using the 3 sink method after each shift of health screenings.

*Gowns/Aprons:* this should be removed by unfastening the ties. Staff should pull down from the shoulders to the torso, only touching the inside of the gown. Turn the gown inside out and hang it at your hook outside to be laundered before next round of screening. After the last round of screenings, the gown should be bagged immediately..

*Cloth face coverings:* Face coverings should be the last item removed. Follow the Face Covering removal procedures

**COVID-19 Exposure Response Plan**

*Below are the steps that will be followed by Camp Fire Alaska in response to actual or possible COVID-19 exposure within program based on CDC recommendations. Per OSHA and related sources, Camp Fire Alaska Child Care Sites are identified as Medium Risk workplaces.*

***Actual Exposure:*** *A youth or staff reports testing positive for the COVID-19 virus within the last 14 days of being present in program.*

***Possible Exposure:*** *A youth or staff whom has been present in program within the last 14 days reports living with someone who has tested positive for the COVID-19 virus.*

**In the event of a confirmed COVID-19 case** (someone who has been in program or the Camp Fire office) take the following steps:[[4]](#footnote-4)

1. **Immediately notify local health officials, Child Care Licensing, OSHA, and the Anchorage School District.** Health officials will help Camp Fire determine a course of action for our program(s).

Anchorage Department of Health: 907-343-6718

Anchorage Municipality of Childcare Licensing: 907-343-4758

OSHA Reporting: <https://www.osha.gov/recordkeeping/>

1. **Close program for a minimum of 2-5 days.** This initial short-term closure allows time for local health officials to gain a better understanding of the COVID-19 situation impacting Camp Fire program(s). Local health officials will help determine appropriate next steps, including whether an extended closure duration is needed.
   * Discourage staff, youth, and families from gathering or socializing anywhere. This includes group child care arrangements.
2. **Communicate with staff and parents.** Camp Fire will coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.
   * Communication will include messages to counter potential stigma and discrimination.
   * No youth or staff names will be shared. It is critical to maintain confidentially of youth or staff as required by the Americans with Disability Act.
3. **Clean and disinfect the facility thoroughly.** All cleaning and sanitation will be coordinated with ASD. At minimum Camp Fire will do the following:

Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and sanitizing to minimize potential for exposure to respiratory droplets.

Open outside doors and windows to increase air circulation in the area.

* + No staff will enter facility for a minimum of 24 hrs.
  + After 24 hours, thorough cleaning and sanitation will occur based on the Camp Fire Cleaning and Sanitation Procedures.

1. **Program Leadership Team will assess all health and safety procedures, site operations, and the need for increased monitoring and/or training.**

1. **Camp Fire Directors Team will assess program operations for that particular site as well as all Camp Fire programs after any COVID-19 exposure event**.

**Resources for staff and families:**

If staff or families are in need of getting tested, the following resources can be of assistance:

If there is a need for a healthcare provider to conduct the medical evaluation required to get tested for COVID19

* + call Providence Alaska Medical Center 24 hr Nurse Line: 907-212-6183
  + call 211
  + use an urgent care clinic, such as, Providence ExpressCare

If there is a need for transportation to a medical evaluation and/or testing site, healthcare providers can coordinate with the municipality non-critical transportation services. Healthcare providers must call these number s on behalf of the patient

* 7am-7pm call EOC Case Manager 907-343-1448
* 7pm-7am call non-emergency dispatch 907-267-4950

**Communication Plans:**

**If a parent/guardian notifies Camp Fire that their child(ren) has tested positive for COVID-19:**

1. The youth (and all household members) will not be allowed to return to program until a healthcare provider confirms that home isolation precautions have been lifted. The decision to discontinue isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.4
2. Camp Fire Leadership will contact all parents of youth who attended program at that specific site during the previous 14 days to notify them that a youth tested positive for COVID-19. The last date that child’s attendance will be provided.
   * + Youth name and information will not be shared.
     + All youth of families that had contact with the child will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
     + Inform families that they should monitor their children for symptoms and communicate to Camp Fire if any symptoms appear.

3. HR/Program Leadership will notify all staff who worked at the program site during the previous 14 days to notify them that a youth tested positive for COVID-19.

* + - The last date that child’s attendance will be provided.
    - Youth name and information will not be shared.
    - All staff that had contact with the child will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
    - Inform staff that they should monitor themselves for symptoms and communicate to Camp Fire if any symptoms appear.
  1. Manager of School Age Program will report confirmed cases to Childcare Licensing at the Department of Health & Safety.
  2. CEO or Chief Program Officer will notify Anchorage School District.
  3. Chief Program Officer will communicate and coordinate with program Leadership Team.
  4. CEO will notify the Camp Fire Executive Committee and Board of Directors and Directors Team.

**If a parent/guardian notifies Camp Fire that they themselves, or someone in their household, has tested positive for COVID-19:**

The youth of the reporting household will not be allowed to return to program until a healthcare provider confirms that home isolation precautions have been lifted. The decision to discontinue isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.[[5]](#footnote-5)

**Staff members who test positive for COVID-19 should immediately notify Camp Fire.**

1. The staff will not be allowed to return to program until a healthcare provider provides a release to work.

* 1. Staff will complete a Worker’s Comp Claim.
  2. Camp Fire Leadership will contact all parents of youth who attended program at that specific site during the previous 14 days to notify them that a staff tested positive for COVID-19.
     + The last date that staff’s attendance will be provided.
     + Staff name and information will not be shared.
     + All youth that had contact with the staff will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
     + Inform families that they should monitor their children for symptoms and communicate to Camp Fire if any symptoms appear.
  3. HR/Program Leadership will notify all staff who worked at the program site during the previous 14 days to notify them that a staff tested positive for COVID-19.
     + The last date that staff’s attendance will be provided.
     + Staff name and information will not be shared.
     + All staff that had contact with the staff will be asked to not return to program for 14 days from the last date of contact, unless local officials have communicated a different timeframe.
     + Inform staff that they should monitor themselves for symptoms and communicate to Camp Fire if any symptoms appear.
  4. Manager of School Age Program will report confirmed cases to Childcare Licensing at the Department of Health & Safety.
  5. CEO or Chief Program Officer will notify Anchorage School District.
  6. Chief Program Officer will communicate and coordinate with program Leadership Team.
  7. CEO will notify the Camp Fire Executive Committee and Board of Directors and Directors Team.

***If a staff member notifies Camp Fire that they have been exposed to someone who has COVID-19 in their household:***

Staff will not be allowed to return to program until a healthcare provider confirms that home isolation precautions have been lifted. The decision to discontinue isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments. [[6]](#footnote-6)

**Recommendations for Preventative Measures After Shift Ends**

**Below are some recommendations to keep yourself and your family safe:**

* At the end of your shift you will conduct a health screening before and after this you should wash your hands according to CDC guidelines
* It is recommended that you wear your face covering until you arrive at your home.
* It is recommended that you regularly sanitize your car, being sure to get the handles, steering wheel, and control functions
* When you arrive at home you may want to consider designating a location in your home to change clothes.
* It is recommended that you avoid shaking your clothes and transfer them into a designated “dirty” hamper. After laundering you should place your clothes in a “clean” hamper.
* You should wash your hands as soon as arriving home and each time you interact with dirty laundry.

**A note about physical distancing:**

The success of our Summer Adventure Camp Program depends on your adherence to the procedures outlined here and the words of public health officials. Governor Dunleavy has issued a Stay at Home Mandate and a Travel Ban for all residents until *at least* April 11th. Under these new guidelines travel outside of the home should be limited to going out for necessary supplies and outdoor recreation. It is essential that both in and outside of the workplace you practice physical distancing. Should you choose to not abide by these mandates, you put yourself and the families we serve at risk.

**A Note on Parent’s and Youth:**

* Due to the heightened environment in which our Summer Adventure Camp Childcare programs are operating in there are adjusted expectations for our families and youth.
* Parents have been given warning that our drop off and pick up times may take longer due to health screenings. Per CDC recommendations, parents have been asked to have the same parent pick up and drop off their children.
* Families have been asked to bring outside gear and a change of clothes. Camp Fire will not be providing outdoor gear or additional clothes for youth. Youth are not to share any clothing. If a child does not come with the necessary gear they are to wait inside in the hallway under leadership supervision with a tablet until a parent is able to bring their clothing.
* Youth are not to bring outside toys or electronics. Books and homework packets will be permitted at site but are expect to be kept in the child’s basket or at their assigned desk at all times.
* Leadership will support all staff with any behavioral concerns and will be in close communication with families.
* Following all CDC recommendations, Camp Fire AK will not accept any youth or staff into program who are considered to be in a high risk group, including asthma.
* Youth are permitted to bring a water bottle to program so long as they keep it at their desk or in their basket.
* Site staff are to utilize Behavior Charts that are to be stored behind each child’s Kid File. These charts are to be used to document behavior concerns, staff attempts, and parent communication. This information is to be shared during shift changes.

**Health Screening Procedures**

*All procedures described are following CDC recommendations.[[7]](#footnote-7)*

***Anyone with the following should not report to the office:***

* ***a fever over 100.4F***
* ***a cough***
* ***difficulty breathing or shortness of breath***
* ***two of any of the following symptoms***
  + ***Chills***
  + ***Repeated shaking with chills***
  + ***Muscle pains***
  + ***Headache***
  + ***Sore throat***
  + ***New loss of taste or smell***

*Staff/youth with a fever, cough, difficulty breathing, or 2 of any of the symptoms listed above are not to return to the office until the following requirements have been met:*

* 72 hours without fever (without using fever reducing medication)
* 7 days since symptom onset
* 24 hours completely free of a cough, body aches, runny nose, sneezing or other symptoms

If Site Directors or staff have concerns about a youth or staff entering program, the Primary Site Director is to contact the On-Call Manager who will guide the staff in making decisions around sending a youth or staff home and parent communications.

All youth and staff will be screened daily by site leadership as they arrive to program. Staff/youth will receive an additional screening before leaving program.

A health screening station will be set up in the lobby of the building, away from programming. There will be a table with sanitizing equipment, health screening supplies, and hand sanitizer. In addition, there will CDC flyers posted around the facility to inform staff and participants about COVID-19. There will be a trash can designated for disposable thermometers and soiled gloves.

The Primary Site Director (if absent the Regional Supervisor) are the only staff who are to conduct health screenings.

If a youth does not attend program unexpectedly, site leadership must call the family within an hour of expected arrival time to determine the reason for youth’s absence. If the reason is illness of the youth or the youth’s household member, the calling staff must notify the On Call Manager who will create a “case” to track the situation and instruct site leadership on next steps. The reason for youth’s absence should be noted on the youth’s screening form.

**Staff Entry to Program Health Screening:**

Staff are to take and note their temperatures before arriving to site. Camp Fire may be able to support by lending thermometers to staff.

The AM shift Primary Site Director will be responsible for all staff Health Screenings.

*AM Shift:*

The Primary Site Director arrives at site, conducts, and documents a self-screening. The Primary Site Director will greet staff at the door of the facility. One at a time, staff will verbally tell the Primary Site Director their pre-recorded temperature and record on the Staff Health Screening form. The Primary Site Director will then ask each staff the health screening questions and record answers on the Staff Health Screening form. All screenings will be conducted prior to entry into the building. All staff waiting outside the building should maintain 6 feet apart.

If a staff was unable to take their temperature prior to arriving at site, the Primary Site Director is to take the staff’s temperature using a thermal touchless thermometer only if it is available. The Primary Site Director should wear a clean pair of gloves, apron, face mask, and protective eyewear. The Primary Site Director should stand at a distance from the youth with their arm outstretched while taking the temperature. The thermometer should be sanitized with isopropyl alcohol between uses.

*PM Shift:*

PM shift workers will call the site phone when arriving to site. The AM Primary Site Director will meet staff at the front door. Staff will wait outside the building maintaining a 6 foot distance.

*Camp Fire Office-Based Leadership:*

Camp Fire Leadership will call the site phone when arriving to site and wait to enter the building until the health screening is completed by the AM Primary Site Director.

**Steps for Staff Entry Screening:**

Step 1: Be sure to offer a warm welcome to all staff

Step 2: Begin by asking the following Health Screening Questions

Do you have a cough?

Do you have shortness of breath or difficulty breathing?

Do you have any of the following symptoms?

|  |  |
| --- | --- |
| Fever over 100.4F |  |
| Chills |  |
| Repeated shaking with chills |  |
| Muscle pains |  |
| Headache |  |
| Sore throat |  |
| New loss of taste or smell |  |

* Have you or anyone in your household travelled outside of Alaska in the last 14 days?
* Have you had direct contact with anyone outside of a controlled work environment who was diagnosed with COVID-19 in the past 14 days?

Step 3: Ask the staff for their prerecorded temperature or use the thermal thermometer only if available.

***If they answer yes to any of the questions above, have a temperature greater than 100.4 F, cough, or shortness of breath, or 2 of any of the symptoms listed they will be asked to leave site:*** Ask the staff member to return home. Let them know Camp Fire Leadership will be in contact about next steps and remind them of the return to work guidelines described previously in this document. Camp Fire AK Leadership is to consult HR for any staff related illnesses

Step 4: Document results in the individual staff’s Daily Health Log. This Daily Health Log is to be filed by the Primary Site Director in an accordion binder that is kept in a safe location at site.

Step 5: Staff who conducted the health screening are to wash hands immediately. Staff are to clean and sanitize any surfaces or items that were utilized during the screening.

**Staff Exit of Program Health Screening:**

Primary Site Director is to ask staff contact tracing questions, regarding who they came in contact with and what rooms they were in. Staff are highly encouraged to take their temperature when they get home and report to On Call manager if temperature is above ***100.4 F.***

**Youth Entry to Program Health Screening Steps:**

Parents will be asked to take and note their child’s temperature prior to arriving at site.

If parents are unable to take their child’s temperature at home, the Primary Site Director will take the youth’s temperature only if a thermal touchless thermometer is available. The Primary Site Director should wear a clean pair of gloves, apron, face mask, and protective eyewear. The Primary Site Director should stand at a distance from the youth with their arm outstretched while taking the temperature. The thermometer should be sanitized with isopropyl alcohol between uses.

Primary Site Directors will be responsible for conducting health screenings on youth. Parents will drive up to the door of the facility and will call site phone to notify staff of arrival. Primary Site Director will greet the families at their car and conduct the following health screening:

Step 1: Be sure to offer a warm welcome to all youth and families

Step 2: Begin by asking parents the following Health Screening Questions in regards to their children. If siblings are in the same car, ask parents questions of both youth.

Do you have a cough?

Do you have shortness of breath or difficulty breathing?

Do you have any of the following symptoms?

|  |  |
| --- | --- |
| Fever |  |
| Chills |  |
| Repeated shaking with chills |  |
| Muscle pains |  |
| Headache |  |
| Sore throat |  |
| New loss of taste or smell |  |

* Have you or anyone in your household travelled outside of Alaska in the last 14 days?
* Have you had direct contact with anyone outside of a controlled work environment who was diagnosed with COVID-19 in the past 14 days?

Step 3: Ask the parent for the pre-recorded temperature or use a touchless thermal thermometer only if one is available.

Step 4: Document results in the individual child’s Daily Health Log. This Daily Health Log is to be filed by the Primary Site Director in an accordion binder that is kept in a safe location at site.

**If they answer yes to any of the questions above, have a temperature greater than *100.4 F*, cough, shortness of breath, or 2 of any of the symptoms listed, they will not be accepted into program. The following actions should be taken:**

1. Ask that parent’s keep child home until the above health requirements are met.
2. Ask parents to remain in contact with Camp Fire about youth’s symptoms.
3. Staff who conducted the health screening are to wash hands immediately. Staff are to clean and sanitize any surfaces or items that were utilized during the screening.

**Youth Program Exit Health Screening Steps:**

Parents will drive up to the door of the facility and will call site phone to notify staff of arrival. Primary Site Director will gather youth (and youth’s belongings) from cohort. The Primary Site Director will conduct and document a visual health assessment of the child and **record information on the back of the Youth Health Screening form.** After this the Primary Site Director will escort youth to the family’s car. The Primary Site Director will engage the youth in a pleasant goodbye and update the parent on the child’s day.

Parents will be highly encouraged to take their child’s temperature when they return home. Any child with a temperature higher than 100.4F will be asked to not return to program until the necessary health standards are met.

**Responding to Possible Illness in Program**

Any youth who becomes ill with fever, cough, or difficulty breathing or is unable to participate in daily activities will be separated and isolated from other youth while being comforted and supervised at all times. [[8]](#footnote-8)

Each site will have an isolation room prepared. This will be a classroom separate from program space and other staff and children. A sign will clearly label the door. There will be a designated sick mat placed in the room along with a limited number of toys for the isolated child to interact with. This room, the sick mat, and toys will be sanitized between uses. The Schedule Coordinator should be the only person to enter the room. The door should be left open and the staff should stand in the doorway.

**Screening for Illness during Program Steps:**

This screening should be conducted by the Primary Site Director. The Youth Illness Report Form should be used to complete this screening.

Step 1: Ask the youth what hurts? (stomach, headache, etc.)

Step 2: Take the youth’s temperature.

Step 3: Look for visible symptoms:

* + Rash/splotches/spots
  + Red, swollen eye with discharge
  + Pale
  + Jaundice
  + Lethargic

Primary Site Director should contact the Camp Fire On-Call Manager and parents to relay signs and symptoms identified and their severity. Arrangements must be made to have the youth immediately picked up within one hour. Staff are to immediately wash their hands after contact with the youth and any surfaces or items that the youth has touched. The Primary Site Director will supervise youth in the sick child isolation room or will designate a leadership staff. No other staff should come in contact with the sick child or the isolation room.

**Youth Medical Isolation Guidelines:**

* Have youth wash their hands
* Escort youth to a designated isolation room with a pre-determined “sick mat”
* Make youth comfortable. Offer water and reassure youth.
* If youth presents a fever, cough, difficulty breathing provide youth with a face mask. Staff should also wear a face mask.
* Staff should supervise youth from the open doorway
* Youth should be given limited items to engage with while they wait for pick up
* Youth should be regularly checked in on, engaged with, and comforted by staff practicing physical distancing

**Illness Requiring Immediate Pick-Up Steps:**

Step 1: The illness will be noted on the individual child’s Daily Health Log and documented in a Youth Participant Illness Report form. These forms will be kept in an accordion folder in a safe location at site.

Step 2: The Program Leadership will share with the parent that the child should not return to program until they meet the guidelines described previously in this document.

Step 3: Once the youth has left program, the sick mat and any other potentially contaminated surfaces, toy, etc. will be thoroughly cleaned and disinfected with soapy water and a bleach solution. Staff should follow all Camp Fire Cleaning and Sanitizing Protocols.

Any surfaces or items handled by individuals sent home from program due to illness must be thoroughly cleaned and disinfected as outlined in Camp Fire Cleaning and Sanitizing Protocol.

**Example Daily Schedule**

**6:30-7:00 – Staff at Site to Clean/Sanitize**

**7:00-8:00 am – Choice in classroom**

**8:00-8:30am – Physical Choice (Open Gym/MPR/Outside respectively COMMUNICATE before going to the Active Area)**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Outside | Group Choice | 1 |
| Gym side 1 | Group Choice | 2 |
| Classroom | School Work Time | 3 |

**8:30-9:00 am – Breakfast served in classroom (When entering room, everyone washes hands for breakfast)**

* Tables cleaned and sanitized before and after eating
* Hands must be washed before and after eating

**9:10-9:30 –Circle (Review schedule for the day. Mindfulness Moment/Yoga/Question of the Day)**

**9:30-10:15 – Activity Block One**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Name** | **Group** |
| Classroom | Stained Glass | 1 |
| Classroom | Discover a Plant | 2 |
| Classroom | Straw Roller Coasters | 3 |

**10:15-11:00 – Academic Time – youth who do not have homework should be engaged in quiet reading, coloring, or playing quietly so as not to disturb those working.**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Classroom | School Work time | 1 |
| Classroom | School Work Time | 2 |
| Gym side 2 | Group Choice | 3 |

**11:00-11:30 – Lunch/Recess/Choice**

* All groups will eat in their classrooms. Lunch will be prepared and brought to classrooms.
* Group 1 will go outside, once Group 2 is all in their classroom and given the go ahead by Primary Site Director.

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Classroom | Free Choice | 1 |
| Classroom | Lunch | 2 |
| Outside | Recess | 3 |

**11:30-12:00 – Lunch/Recess/Choice *(Outside group must be in classroom by 11:55)***

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Classroom | Lunch | 1 |
| Outside | Recess | 2 |
| Classroom | Free Choice | 3 |

**12:00-12:30 – Lunch/Recess/Choice - *EVERYONE MUST WASH HANDS***

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Outside | Recess | 1 |
| Classroom | Free Choice | 2 |
| Classroom | Lunch | 3 |

**12:30-1:15 – Activity Block Two**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Name** | **Group** |
| Classroom | Discover a Plant | 1 |
| Classroom | Straw Roller Coasters | 2 |
| Classroom | Stained Glass | 3 |

**1:15-2:00 – Academic Time – youth who do not have homework should be engaged in quiet reading, coloring, or playing quietly so as not to disturb those working.**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Classroom | School Work time | 1 |
| Classroom | School Work Time | 2 |
| Outside | Group Choice | 3 |

**2:00-2:45 – Snack/Recess/Choice**

* All groups will eat in their classrooms. Snack will be prepared in the MPR and brought down to classrooms.
* Hands must be washed before and after eating

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Classroom | Free Choice | 1 |
| Classroom | Snack | 2 |
| Outside | Recess | 3 |

**2:45-3:15 – Snack/Recess/Choice – EVERYONE MUST WASH HANDS**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Classroom | Snack | 1 |
| Outside | Recess | 2 |
| Classroom | Free Choice | 3 |

**3:15-3:45 – Snack/Recess/Choice – EVERYONE MUST WASH HANDS**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Outside | Recess | 1 |
| Classroom | Free Choice | 2 |
| Classroom | Snack | 3 |

**3:45-4:30 – Activity Block Three**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Name** | **Group** |
| Classroom | Straw Roller Coasters | 1 |
| Classroom | Stained Glass | 2 |
| Classroom | Discover a Plant | 3 |

**4:30-500 – Circle (Story, BIG IDEA project) – STORY TIME (no planner)**

**5:00-6:00 – Physical Choice**

|  |  |  |
| --- | --- | --- |
| **Area** | **Activity Type** | **Group** |
| Gym | Group Choice | 1 |
| Outside | Group Choice | 2 |
| Classroom | School Work Time | 3 |

**6:00-6:30 – Choice in classroom**

**6:30-7:00 – Staff at Site to Clean/Sanitize**

**Opening & Closing Procedures**

**Opening and Closing Site Overview**

Leadership will be responsible for assigning/delegating most opening and closing responsibilities among the site crew. All cleaning and sanitizing should be in accordance to the procedures outlined in this manual. All tasks should be clearly assigned to one individual, marked as complete when finished, and signed off on by the RS/PSD.

**Opening Site:**

The Primary Site Director is responsible for screening staff as they arrive at site. The PSD will be scheduled to arrive to site 10-15 minutes prior to the rest of the site staff in order to complete a self-screening and prep for staff screenings.

**The following tasks must be completed prior to opening site:**

* Screening cart must be sanitized prior to the arrival of all non PSD/Screening staff
* All staff must complete and pass a health screening
* All staff must complete their Staff Shift Start procedures. Including, but not limited to… o Place personal belongings in basket
* Wash hands
* Sanitize any items coming into program (water bottles, phones, pens, etc…)
* Sanitize assigned walkie
* Wash hands prior to transitioning into a new space
* Complete assigned task/kaper
* Distribute bleach and soapy water bottles to their appropriate locations
* Windows should be opened to air-out site after previous evening’s disinfecting
* All classrooms must be **sanitized** (cohort classrooms, isolation classrooms, and any other classrooms regularly used)
* Commonly used surfaces (tables, sinks, desks, chairs, shelving, cabinets, etc.)
* Yuck Bins
* Bathrooms
* Door handles
* Commonly touched items (trashcan handles, light switches, hooks, etc.)

**The following tasks must be completed within the FIRST HOUR of site open:**

* Record fridge/freezer temps for all fridges/freezers used at site
* Clean, sanitize, and prep food area
* Sanitize:
* Commonly touched hallway areas (handrails, corners, etc.)
* All door handles utilized during programing
* Fridges and microwaves utilized for program (outside; inside if needed)
* Commonly used hard surfaces
* All sinks utilized during program

\**All items in classrooms will have been cleaned prior to site open and only should be cleaned again within the first hour if the need arises.*

**Closing Site:**

Site closing tasks should begin at the completion of all regular daily tasks and/or when there are no more youth in program. The RS or PSD will evaluate when best to start closing tasks on a daily basis.

**The following tasks must be completed prior to closing site:**

*\*Only areas/items that have been used must be cleaned AND sanitized; if an area/item has not been used, it only needs to be sanitized.*

* All classrooms must be cleaned and sanitized (cohort classrooms, isolation classrooms, and any other classrooms regularly used).
* Commonly used surfaces (tables, sinks, desks, chairs, shelving, cabinets, etc.)
* Yuck Bin (empty + clean and sanitize)
* Bathrooms
* Door handles
* Empty trash can
* Commonly touched items (trashcan handles, light switches, hooks, etc.)
* Deliver soapy water and bleach bottles to Staff Room to be emptied
* Clean and Sanitize Yuck Bin toys and lay out to dry in designated location
* The Staff Room must be cleaned and sanitized
* Commonly used surfaces (tables, sinks, desks, chairs, shelving, cabinets, etc.)
* Door handles
* Empty and refill bleach bottles
* Refill soap bottles
* Empty trash cans
* Food inventory
* Dishes
* Fridges and microwaves utilized for program (outside; inside if needed)
* Commonly touched items (trashcan handles, light switches, hooks, etc.)
* Bathrooms
* Clean, sanitize, and organize hallway and sign in area
* Clear hallway of debris/extraneous items
* Commonly touched surfaces (light fixtures, handrails, sign in table, etc.)
* Youth Baskets (clean used baskets; sanitize all baskets)
* Empty trash cans
* Name Cards and card charts
* Sign in tablet/site phones
* File boxes/binders/commonly touched items (trashcan handles, light switches, etc.)
* Set up sign in area for following day
* Wipe down signs
* File daily paperwork
* Pull out paperwork for next day
* All staff must complete their Staff Shift End procedures. Including, but not limited to…
* Complete assigned task/kaper
* Wash hands
* Sanitize any personal items leaving program (water bottles, phones, pens, etc.)
* Sanitize assigned walkie and place on charger
* Remove any food from staff fridge
* Remove personal belongings from basket and clean and sanitize assigned basket
* Wash hands prior to transitioning into a new space
* All staff must complete a health screening
* Bring in all outside signage

**Youth Sign In & Out Procedures**

**Sign In Procedures:**

* Parents will drive up to the door and will call site phone to announce arrival
* Primary Site Director will greet parent at the car with a warm welcome and practicing physical distancing
* Primary Site Director will conduct Illness Screening according to procedures
* Primary Site Director and parent will exchange any necessary paperwork
* Youth will use hand sanitizer
* Primary Site Director will escort child into the building
* Program Support Specialist will be in the lobby of the building waiting to sign child into the program
* Program Support Specialist will move child’s card on the card chart (to be maintained at front lobby)
* Regional Supervisor will escort child to program space

If a child has not arrived by 9:00am, Primary Site Director will call the family for an update on status

If family answers the call:

* + Ask how they are doing and if they are coming to program today or when their next day of attendance may be/reason for absence
    - Record this in the Child’s Daily Health Log.
  + If the family informs CF that the child is ill, ask what symptoms they are experiencing
    - Document those in the child’s health log
    - Ask if any other family members are experiencing symptoms
    - Ask the parent to keep CF informed

\* Inform the On-Call Manager of the situation

* + On-Site Regional Supervisor will call the family with a follow-up call
    - Remind them the child cannot return until all “screening questions are No”
    - Review those with the family if necessary
    - If asked about payment, let them know you will inquire with the Finance team and someone will be in touch
  + Notify Chief Program Officer who will inform the CEO

If family does not answer call:

* + Leave a message letting them know we missed them today and checking in to see how they are doing
  + If family does not return call by 12:00pm, let On-call Manager know
* On-Call Manager or Family Services Manager will call the family again
* Leave a message letting them know we are checking in. Let them know we need to hear back by the next day at 12:00pm about their anticipated attendance for the week. If we do not hear back by this time, we will need to give the slot to another family on the waitlist.
  + If family does not return call by 12:00pm the following day, notify the Family Services Manager and Admin team to identify a new family for screening and movement into program.

**Youth Sign Out Procedures:**

* Parents will pull up to a designated location near an exit of the building
* Parents will call or text the site phone that they are ready to pick up
* Primary Site Director will retrieve child from classroom and will supervise the child collected all belongings from their basket.
* Primary Site Director will escort the child to the health screening area and take child’s temperature and record this on the Daily Health Log.
* Primary Site Director will escort child to the parent’s car and discuss how the day was.

If parents or guardians must enter the building they are to remain in the lobby and will undergo an illness screening. Parents will be asked that only one guardian enter the building, siblings and all others should not accompany them.

**Preventative Handwashing Procedures and Routines**

*\*\*Hand sanitizer is not a replacement for handwashing.\*\**

*Due to the times we are currently living in, we are implementing new guidelines and regulations for handwashing. As an agency, we value the health and well-being of our staff, partners, and the youth we serve. We want to ensure that as an agency, we are doing everything possible to minimize the spread of COVID-19 or any disease within our programs. Please reach out to your supervisor for support around messaging to families.*

**How to Wash Hands**

Below are CDC recommendations for washing hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

**When to wash hands**

Youth and staff are expected to wash hands anytime they transition from one space to another, before and after eating, or anytime their hands are soiled. At minimum, all youth and staff are expected to wash their hands hourly.

**Entering Program**

* + Staff should wash their hands before and after conducting health screenings.
  + Youth and staff will use hand sanitizer before entering the building
  + Staff should wash hands in the staff restroom when they enter the building.
  + When any youth and/or staff enter program, they must wash their hands after putting their gear into baskets or in the designated location. After their hands are washed and their items are put away, they can then put up cards/start participating in program.

**Returning from Outside**

* + When any youth and/or staff enter program from outside time, they must wash their hands after the removal of their gear.

**Before and After Food Service**

* + All staff involved in handling and preparing food will need to wash their hands before and after handling food. Even if gloves are used – handwashing before/after and between glove changes must be done. Before and after eating, all kids and staff will wash their hands.

**Before and After Administering Medications**

* + Any staff involved in administering medications must wash their hands before and after administration.
  + Youth must wash their hands before and after receiving medication.

**After Using the Restroom**

* + All staff and youth must wash their hands after using the restroom.

**Any Staff or Youth Blowing Their Nose, Coughing, or Sneezing**

* + Any staff and/or youth who blow their nose, cough, or sneeze, must wash their hands, even when covered by a face covering, elbow, etc.
  + Any staff who help a youth blow their nose, cough, or sneeze, must wash their hands before putting on gloves, provide aide to youth, and then wash hands again.
  + Please review **Illness Screening and Response Procedures** if a youth or staff are experiencing these symptoms.

**Any Staff or Youth Who Touch and/or Remove Garbage or Help with Cleaning**

* + Any staff and/or youth who touch and/or remove garbage must wash their hands after handling.
  + Any youth who help clean (such as spraying or wiping down tables) must wash their hands prior to assisting.

**Before and After working with any child in isolation**

* + Any staff who is supervising a child in isolation should wash their hands before and after
  + Any youth who is feeling ill should wash their hands immediately.

**Procedures for Physical Distancing**

Ensuring that youth within Camp Fire programs feel connection and belonging are essential elements of child development. Simultaneously, Camp Fire must maintain safe practices and procedures to reduce the contraction and spread of COVID-19 and other viral illnesses. Physical distancing (sometimes referred to as social distancing) is a public health practice that is used to flatten the curve of pandemics. This means that by keeping ourselves at a six-foot distance we reduce the spread of germs and are less likely to overwhelm our healthcare system. Physical distancing is a very difficult concept for children to understand as they are tactile learners. A central part of their development physically and socially is dependent upon their interactions with their peers and the trusted adults in their lives being much closer than 6 feet. Like the rest of the world, Camp Fire is learning the best way to encourage healthy, appropriate, and realistic, social distancing for the youth and staff in our program, all the while maintaining the close connections that bring us together in the first place. Below are some policies and procedures we will be implementing to reduce the spread of germs:

**General Information:**

* Youth will be grouped into cohorts which will remain the same throughout the duration of programingo If cohorts need to be adjusted, parents will be notified prior to the adjustment

o No child or staff will be allowed to switch cohort groups o Siblings will be assigned to the same cohort group

o Cohort groups will be of mixed ages

* All youth are to remain six feet apart at all times in doors. When youth are doing physically exerting activities or when projecting their voices they must stand at least 10 feet part.

**Procedures for In Classrooms/Multipurpose Rooms:**

* Cohort groups will remain together as they move from activity to activity.
* Cohort groups will operate within separate classrooms/spaces.
* All materials and supplies will be placed in each classroom, before the start of program in order to reduce staff movement from space to space.
* Youth will store and place their belongings in assigned baskets outside their classroom six feet apart.
* Before and after program, staff will clean and sanitization all supplies, tables, chair, and toys according to the updated Cleaning and Sanitizing Procedures.
* Doors will be propped open to prevent the use of door handles and promote ventilation.

**Procedures for Activities:**

* Activities will be designed to encourage playful interaction that maintains 6 foot distance.
* Each child will be given their own set of crayons, scissors, glue, etc...
* Shared program items will be limited and will be sanitized at the end of each use.
* Program supplies are to be placed at the center of each room before youth arrive in the classroom. Program staff are to call youth up one at a time to get their pre-plated program supplies.
* Poly squares and painters tape will be placed on the floor to visually assist children in finding their place during an activity.

**Procedures for Outside Spaces:**

* Outside play areas must be cleared of the general public by site leadership.
* Each cohort group will have their own outside time whenever possible.
* When cohorts are outside together, they must maintain a distance of \_\_\_ feet and/or be out of site of one another.

**Procedures for Meal Times:**

* Each cohort group will eat in their assigned classroom.
* The food cart will be brought to each classroom by the Schedule Coordinator. The Program Staff are to wheel the cart to the center of the room. Program Staff will call children one at a time to wash hands. While this is happening staff will clean and sanitize the desk top. Bleach will be wipes away. After washing hands youth will get their pre-plated meal from the cart.
* Trash will be taken out by one staff immediately after meal time and at different times from the other cohort groups.
* During meal times, the children will be eating in their assigned seats, six feet apart.
* To encourage social interaction despite distance, staff will encourage conversation and promote playful games.

**Procedures for in the Gym:**

* Each cohort group will have their own gym time. At no time, will any cohort group be in the gym together.
* Activities will encourage individual skill building and limit sharing of equipment. In addition, activities indoors will not involve physical exertion of any kind.
* All equipment will be sanitized after use.

**Procedures for in the Restroom:**

* In addition to the procedures below, we will follow normal Camp Fire procedures for restroom use. At no time will youth from different cohort groups be allowed to use the rest room at the same time.
* Each cohort group will have either their own restroom assigned to them or assigned times for restroom breaks.
* During unassigned times where cohorts are sharing restrooms, staff will radio to confirm that the bathroom is not currently in use prior to sending a youth to the restroom. The restroom used will be immediately cleaned and sanitized by staff.

**Procedures for Transitions:**

* At no time will both cohort groups will be in hallways or common areas at the same time; staff will radio to confirm clear hallways/all other cohort groups are in program spaces prior to transitioning.
* When transitioning, kids should walk 6 feet apart.

**Procedures for Entering Building:**

* All youth will be screened by the Primary Site Director in their family’s car.
* Youth will be admitted into the building one at a time or in sibling sets

**Cleaning & Sanitizing Protocols**

**Purpose:** To identify new and emphasize existing cleaning and sanitation protocols and procedures for Camp Fire Alaska Summer Adventure Camp Child Care locations.

**Cleaning:** This is the process of using soapy water to wipe down or scrub a surface. This does not kill viruses or bacteria. It removes dirt and grime.

**Sanitizing:** This is the process of using bleach to kill 99.9% or more of viruses or germs on a surface.

**Disinfecting:** This is a process that kills everything on a surface. This is done by ASD at the end of each day.

After each day hard surfaces (tables, service areas, door knobs, trash can handles, hard plastic toys, etc.) can be sprayed with diluted bleach solution and allowed to air dry overnight. Before youth arrive to program, each surface on which Clorox wipe were used must be sprayed with the bleach water solution provided at site. [[9]](#footnote-9)

In addition to Camp Fire Alaska Cleaning & Sanitizing, ASD will also be working to disinfect program space at the end of each day. Due to this disinfecting process, site must be fully cleaned and sanitized each morning to remove any remaining residue; toys do not need to be rewashed and sanitized unless notably contaminated.

Each staff will be assigned a gown that is to be cleaned and sanitized or replaced at the end of each shift. Program Staff will have an assigned hook in their classroom for their gown. All other staff will have an assigned hook by their baskets. Prior to cleaning and sanitizing at site staff must wash hands, wear their gown, and disposable gloves.

Safety Guidelines:

* Wash hands prior to and after cleaning and sanitizing
* Put on PPEs when cleaning and sanitizing
* Cleaning and sanitizing should take place in ventilated areas. Doors should remain open.
* All spray bottles must be labeled
* Spray bottles are to be stored out of reach of youth
* Staff must wash hands after handling chemicals.

*\* Staff are to limit the use of wipes as there is a limited supply of this resource. Wipes contain a higher concentration of chemicals than that which is deemed appropriate for site use.*

**Soapy Water Bottle Preparation:** Spraying a surface with the soapy water solution bottle and wiping off debris and solution constitutes “cleaning” within these procedures and on posted camp fire information.

* Add 2-4 drops of dish soap to each spray bottle after filling it up with warm water.
* Give the bottle a gentle shake to ensure the soap mixes with the water.
* Soapy water bottles can be used until they are almost empty.

**Bleach Solution Preparation:** Spraying a surface with the bleach water solution bottle and allowing the surface to air-dry constitutes “sanitizing” within these procedures and on posted camp fire information. Sites should not use “splashless” bleach.

* Bleach Solution needs to be carefully formulated.
* It is very important to pay close attention to the amount of bleach you use. Mark the bucket or sink with a line indicating your fill line and keep record of how much bleach is used when preparing bleach bottles. Place this information where others can see it. Most standard dish sinks need between 1/4TBS to 1/2TBS depending on the depth of the sink. You may have to play around with the amount of bleach needed so start small.
* Test your Bleach with a test strip and match it to the color key on the test strip bottle to 100ppm.
* Bleach must be mixed at the highest strength of 100ppm no more and no less. Reaching the highest level of concentration will give us the highest level of sanitation.
* Bleach needs to be formulated every morning.
* Bleach and bleach water will be stored away from food items and out of the reach of youth.

**Cleaning and sanitizing high touch surfaces:**

The following surfaces should be regularly cleaned; Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

**Cleaning and sanitizing food preparation and service areas**:

Each table used is in good repair and is easily cleanable and is cleaned and sanitized before and after each use.

* Spray surface with soapy water and wipe clean with disposable paper towels
* Surfaces that require cleaning: table top, seating area, any areas regularly touched by youth or staff, and any area that is obviously unclean
* Spray with bleach solution 100ppm and allow to air dry. If tables are to be immediately used by use, for example, during food service, bleach can be wiped away by staff.

**Cleaning and sanitizing food preparation and service areas steps:**

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices.

1. Spray the surface with soapy water and wipe clean using disposable paper towels.
2. The surface must be sprayed with bleach water solution and left to air dry.

**Food service and food handling:**

* Never touch food directly with bare hands. Gloves or utensils must be used at all times when directly handling ready-to-eat foods.
* Pre-packaged foods will not be opened until service.
* Food handling must be limited when possible.
* When youth assist with food handling, ensure that they have the proper equipment to minimize contamination.
* Food Service Items: Proper utensils (spoons, ladles, etc.) must be provided for youth to serve themselves.
* All fruits and vegetables will be washed prior to being served.

**Food storage:**

* A first in, first out policy must be used. Use date marking food when it is received and when it is opened
* Food supplies that are non-perishable will be kept locked in a cabinet at least six inches off the floor.
* Food must be stored separate from program space and cleaning supplies.
* All food items will be kept in original sealed packages with expiration date until ready for use. Open food must be labeled with the date it was opened. Dispose of all expired food products.
* Discard any food that is contained in:
  + A bulging, dented, or broken-seamed can
  + An unlabeled container (e.g., the wrapper has fallen off)

**Food service and clean-up:**

* Dispose of all used single-service items.
* Tables will be washed with soap and water solution then sanitized with a bleach water solution.
* *Manage leftovers:* Food on the prep table that is still intact in its original container or wrapper must have the opened date on it and may be re-served.

**Cleaning and sanitizing dishes:**

* Dishes muse be washed after each meal and may not be left out overnight
* Use the following steps:

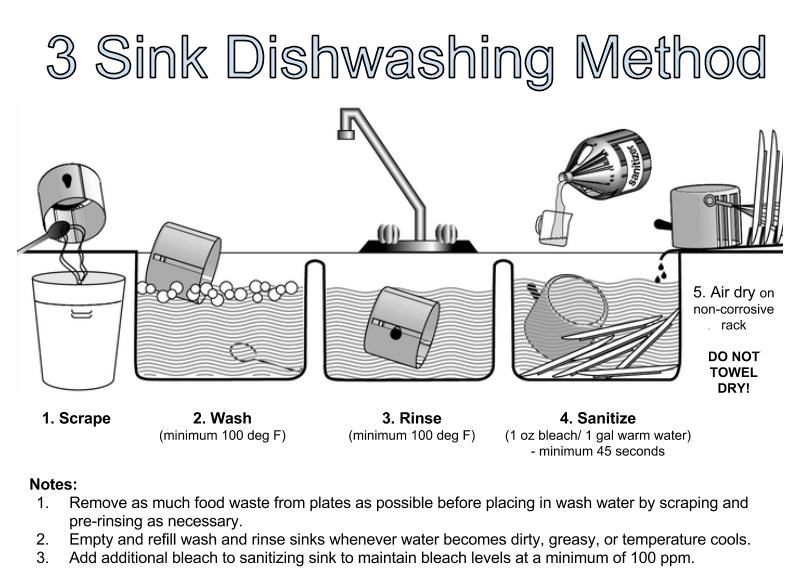
Step 1: scrape existing food off of the dishes into a trash receptacle

Step 2: wash dishes using warm soapy water and a scrub/scrub brush/sponge in a container/sink filled with warm soapy water (exclusively)

Step 3: rinse the soapy dishes off in a sink/container filled with warm water Step 4: sanitize the dishes in a container/sink filled with room temperature bleach water solution

 Bleach water should read at 100ppm Step 5: let dishes air dry

\*Use the 3 sink method as described above and below



*Note:* A dishwasher CAN be used for washing and sanitizing dishes as long as the utilized dishwasher is a commercial grade dishwasher that has a sanitizing setting OR a domestic dishwasher that has heat wash and heat dry settings.

**Other Cleaning and Sanitizing:** Only items/areas that have been used need to be both cleaned and sanitized at the exclusion of food prep and service areas/items. Unused areas/items only need to be sanitized.

**Cleaning and sanitizing hard plastic toys (including baskets):**

Rubber maid bins will be provided at each site for the 3 sink method for toy sanitation. Bin 1 is to be filled with warm soap water. Bin 2 is to be filled with clean warm water. Bing 3 is to be filled with bleach water solution mixed to 100ppm.

1. Soak and scrub toys in warm, soapy water (use a brush to get crevices clean)
2. Rinse toys in clean water
3. Immerse the toys in a solution of bleach water mixed to 100ppm
4. Allow toys to air dry before used by a child; make sure toys do not contain traces of the sanitizing solution

*Note:* A dishwasher CAN be used for washing and sanitizing hard plastic toys as long as the utilized dishwasher is a commercial grade dishwasher that has a sanitizing setting OR a domestic dishwasher that has heat wash and heat dry settings.

Objects such as puzzles, books, etc. can be spot cleaned and sprayed with the bleach water solution 100ppm.

**Frequency:**

* Once soiled or in contact with a known contagion, all hard plastic toys will be set aside for cleaning and sanitizing prior to reuse
* Each room will have a “yuck” tub for contaminated toys. Yuck tubs can be cleaned and sanitized in the middle and at the end of the day.
* All hard plastic toys that were used, but not soiled/in contact with a known contagion will be checked and sanitized daily and spot cleaned if necessary
* All toys must be completely dry before being places back in the classroom for use.

**Cleaning and sanitizing bathrooms:**

General cleaning associated with the restrooms is done by the school BPO. However, before and after program, and after each use by a child restrooms will be spot cleaned and sanitized. Compliance with this procedure will be audited by the Primary Site Director and confirmed by the checklist that is to be filled out and posted in each restroom. Staff will ensure that:

* Toilets are flushed
* Toilet paper and paper towels are provided in all dispensers
* Paper debris is removed from the floor
* All surfaces are cleaned and sanitized

**Cleaning and sanitizing floors:**

* All debris is to be swept up as needed. Any spills that require mopping are to be reported to the BPO.

**Cleaning and sanitizing trash receptacles:**

* Ensure that materials are disposed of in the appropriate receptacle
* Trash cans emptied when full and at the end of program daily
* Trash can handles should be sanitized and cleaned in accordance to the guidelines given for all commonly used surfaces earlier in this document.

**Storing cleaning and sanitizing agents:**

* Keep all chemicals in the bottles or boxes they come in. If they are put in a different container for spraying, it must be clearly labeled.
* Cleaning agents and other chemicals must be kept in an area where youth do not have access.
* Storage area must be away from food, equipment, and utensils.

**Specific Classroom and Gym Toy Procedures**

***Outside and Gym Toys* Play Procedures:**

1. Prior to transitioning to Gym or Outside Choice time, gather youth toy requests and radio leadership what toys will be used.
2. Site Leadership will ensure that requested items are in the gym area or by the outside door before cohort arrives.
3. At the end of play, radio leadership to inform them that your cohort is leaving the space.
4. Youth should leave toys on the floor/in the Yuck-Tub near the gym area or outdoor door. These toys CANNOT be reused throughout the day.

**Cleaning:**

* Only toys that have been used need to be cleaned and sanitized.
* All used toys will be cleaned by the Program Support Specialist using the three sink method at the end of the day.
* Toys will be laid out to dry overnight.
* All toys will be sprayed with a general sanitizer by ASD at the close of site.
* Toys will be returned to their designated locations during AM Kapers by the site staff
* Any toys that are not quite dry by the AM should be placed back in their assigned bin and put on top of the blue cabinet with the lid off to continue air drying.

***Classroom Toys* General:**

Youth can check out a toy bin during choice time. If a youth plans on keeping their toy bin into the next choice time, they can store the bin under their desk throughout the day.

**Cleaning:**

* If youth are done playing with a given toy, they will need to place the sealed toy bin into the Classroom Yuck-Bin.
* Toys will cleaned using the 3-sink method and laid out to dry by the Program Support Specialist at the end of the day.
* Staff can utilize mesh bags or colanders to assist in shaking excess water off toys before laying them down to dry.
* All toys will be sprayed with a general disinfectant by ASD at the close of site.
* Staff do not need to clean and sanitize toys at the start of each day
* Toys will be returned to their given locations at the start of the day by the Program Support Specialist.
* Any toys that are not quite dry by the AM should be placed back in their assigned bin and put on top of the blue cabinet with the lid off to continue air drying.

**Popular Toys Play Procedures/Guidelines (i.e. LEGOs, magnet tiles, etc.)**

Please split popular toy bin availability as evenly as possible between AM and PM choice time.

**Perler Beads Play Procedures/Guidelines:**

The “PS Perler Bead” bin contains all items for youth to participate in Perler Beads and should only be accessed by staff.

1. Youth will identify Perler Beads as an activity that they want to do.
2. Staff will verbalize/show youth pin-peg platform options and/or pattern options and provide youth with the items that they choose.
3. Staff will also provide youth with a disposable bowl of beads which they will refill as needed.
4. At the end of play, dispersed unused beads should go in the “Used Bead Bag” in the Yuck-Bin and used pin-peg platforms and patterns should be put directly into the Yuck Bin. Anyone who opens the “Used Bead Bag” MUST wash their hands.
5. The “Used Bead” bag must be left open in a dated container for 5 days, after which the beads can be reinstated into the toy rotation
6. Iron should be sanitized/wiped down with bleach spray.

**Books/Puzzles Procedures/Guidelines:**

* Books/Puzzles in the Yuck-Bin at the end of the day will be laid out on the floor with/near washed toys at night (these are not to be washed).
* All laid out toys/books/puzzles will be sprayed with a general sanitizer by ASD at the close of site.
* Books/homework brought from home must remain on/or under youth assigned desk and taken home at the end of the day.

**Pool Noodles:**

Based upon the popularity of pool noodle games and the length of time it takes for pool noodles to dry after being washed, the following adjustments to pool noodle toy practices are as follows:

* Each youth will receive their own pool noodle daily, which is to be kept behind their basket when not in use.
* At the end of the day, pool noodles are to be collected along with Yuck Bin toys, cleaned, sanitized, and put on the drying table to dry overnight.

**Coloring Sheets/Paper Procedures/Guidelines:**

Coloring sheets, paper for paper cutting for folding, and drawing/writing paper are available for youth.

* If a youth chooses a paper-based activity during choice time, the PS should verbalize/show them their options and have the youth choose which paper(s) they would like.
* Paper that has been given to youth, but is not used/no fully used should be recycled or thrown away

**Yarn and Friendship Bracelet String:**

* If a youth chooses a yarn/string based activity during choice time, the PS should verbalize/show them their options and have the youth choose which colors they would like.
* The PS will then cut an appropriate amount of selected colors and provide string to youth to work with. More string can be provided as needed.
* Sting/yarn that has been given to youth, but is not used/no fully used should be thrown away or sent home with the youth.

**Rubber Band Bracelets:**

1. Youth will identify Rubber Band bracelets as an activity that they want to do.
2. Staff will provide youth with a disposable bowl/baggies of rubber bands which staff will refill as needed.
3. At the end of play, dispersed unused rubber bands should go in the “Used Rubber Band” bag in the Yuck-Bin. Anyone who opens the “Used Rubber Band Bag” MUST wash their hands.
4. The “Used Rubber Band” bag must be left open in a dated container for 5 days, after which the rubber bands can be reinstated into the toy rotation
5. Youth are to be reminded that they must wear their creation, keep it at their desk, or place it in their basket.

**Youth Individualized Supply Kits Procedures/Guidelines:**

Youth will be designated a baggie/bin of supplies commonly used throughout the day (crayons, pencils, colored pencils, pens, sharpeners, markers, scissors, glue, etc. which will be kept on/under their assigned desks at all time.

* At the end of the week at the end of program, these supply kits should be emptied onto the given student’s desk and will be
* All toys will be sprayed with a general sanitizer by ASD at the close of site.

**Tablet Procedures/Guidelines:**

Tablets will be numbered and stored in the classroom on a staff only/teacher only designated table.

* Staff will confirm who NEEDS a tablet for their given academic work during AM arrival or Circle Time.
* At the start of academic time, the staff member will provide those youth (see #1) with a tablet.
* Any other youth who finish/complete a reasonable portion of their given academic work, can also request and be provided a tablet during academic time.
* Tablets should ONLY be used during academic time, unless youth has a scheduled academic class/meeting that they need to attend.
* ONLY academic tasks should be done on tablets during academic time (this does not include drawing or using the photo function).
* With permission and notification of staff leadership, a youth may sit in the hallway or supervised quiet space.
* Youth will keep the provided tablet through the day for use during both Academic Time periods (it can be stored under youth’s desk during cleaning).
* At the end of the day, staff will collect tablets and clean and sanitize them using provided electronic cleaning materials or by wiping them down with bleach water.
* Tablet should be plugged in at the end of the day in the classroom.
* All tablets should have both Google and Google assist disabled under the *Camp Fire Youth* sign in. If a youth needs to access Google for the purposes of assigned academic work, a site staff is to sign in under the Camp Fire Staff sign in and monitor tablet usage closely.
* Classroom staff should continuously walk around the room to work with youth and monitor tablet usage during academic time.

**Youth Zoom Meetings**

If youth have scheduled Zoom meetings during program, they can do so in the classroom if it is during academic time and not distracting to other youth or supervised in the hallway on a mat/designated space.

**Food Service Procedures**

To ensure staff and youth safety, Camp Fire will be providing full meal services to all Summer Adventure Camp locations. These meal services will be pre-plated breakfast, lunch, snack, and/or dinner. Schedule Coordinator is to be responsible for Food Service. If the Schedule Coordinator is unavailable the Regional Supervisor will prepare and serve food.

Staff will have a designated location in the staff lounge refrigerator to store their food. Staff can only eat in the staff lounge.

The sink in the staff lounge where food service preparation takes place can only be used for food service preparation and NOT for handwashing. Handwashing must take place in staff restrooms.

**Soapy Water Bottle Preparation:**

* Add 2-4 drops of dish soap to each spray bottle after filling it up with warm water.
* Give the bottle a gentle shake to ensure the soap mixes with the water.
  + Soapy water bottles can be used until they are almost empty.

**Bleach Solution Preparation:**

* Bleach Solution needs to be carefully formulated.
* It is very important to pay close attention to the amount of bleach you use. Mark the bucket or sink with a line indicating your fill line and keep record of how much bleach is used when preparing bleach bottles. Place this information where others can see it. Most standard dish sinks need between 1/4TBS to 1/2TBS depending on the depth of the sink. You may have to play around with the amount of bleach needed so start small. Test your Bleach with a test strip and match it to the color key on the test strip bottle to 100ppm.
* Bleach must be mixed at the highest strength of 100ppm no more and no less. Reaching the highest level of concentration will give us the highest level of sanitation.
* Bleach needs to be formulated every morning.

**Before Preparing Meals:**

Hand washing is the most important way to help prevent the spread of germs and disease. Practicing proper handwashing is the number one way to protect ourselves and others.

* Staff must wash hands thoroughly with soap and water for a minimum of 20 seconds prior to cleaning and sanitizing food prep areas.
  + Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  + Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  + Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
  + Rinse your hands well under clean, running water.
  + Dry your hands using a clean towel or air dry them.
* Staff must then first sanitize prep surfaces with soapy water followed by a bleach solution and allow the surface to dry BEFORE beginning food preparation. Be sure to also sanitize the food delivery cart.
* While the bleach solution is drying, staff must repeat the handwashing procedures listed above. (Hands must be washed with soap and water for a minimum of 20 seconds).
* After drying hands completely staff must wear single use gloves to prepare meals at all times.

**During Food Preparation:**

* All food Preparation must occur at program site in designated areas.
* Make sure any child who has allergies or requires special meal accommodations are noted on the allergy list.
* Single use gloves are required for meal preparation.
* Only one staff member will be allowed to prepare food for ALL FOOD services NO EXCEPTIONS unless a staff member becomes ill or discontinues employment.
* No children should be in the food preparation area.
* Never touch food with bare hands. Gloves and utensils must be used at all times.
* It is imperative that staff refrain from touching un-sanitized contact surfaces during food preparation. This includes the following: cabinets, cupboards, stove tops, doors, and doorknobs etc...
* In addition please refrain from touching your face, head, hair, nose, eyes, mouth, and ears while preparing food.
* Remove gloves and wash your hands with soap and water for a minimum of 20 seconds if any of the above occurs.
* Gloves must be changed and hands must be washed for a minimum of 20 seconds when and if you switch tasks for any reason.
* All produce must be washed with soapy water before being prepared and served.
* Food will be pre-plated and brought to each classroom using a food delivery cart. The cart will be sanitized prior to food preparation. The number of meals needed for Cohort A will be loaded and covered in foil. After food is delivered to Cohort A, staff will return to the food preparation area to wash hands and sanitize the food delivery cart. Staff will wear gloves and load the meals needed for Cohort B. These meals will then be covered in foil and ready to deliver.
* Staff will wash hands and change gloves prior to delivering food to each classroom.

**Food Service:**

* Staff and youth will wash hands prior to eating and being served.
* Staff will assist youth in proper hand washing procedures at all times.
* Desk tops will be cleaned with soapy water and sanitized prior to the start of meal service. Remember after sanitizing with bleach water allow the desks to dry before allowing youth to sit down and eat.
* Youth will sit at their desk and wait for staff to deliver meals.
* Staff will wash their hands and wear gloves while serving food. Staff will retrieve the pre-plated meals off the cart one at a time and deliver them to each youth.
* Staff and youth are still encouraged to engage in healthy conversation with one another.
* Children will not be allowed to bring food from home as we want to ensure food is prepared safely and not contaminated.
* Immediately following meal service, children and staff must wash their hands using proper handwashing steps outlined above.
* Desk tops must be cleaned with soapy water and wiped down after spraying surface.
* Follow up cleaning with soapy water by sanitizing with bleach solution. Spray the surfaces and allow to air dry.

**After Food Preparation:**

* Hands should be washed with soap and water for a minimum of 20 seconds.
* Food prep areas should be washed with soapy water followed by bleach solution and allowed to air dry.

**Washing Dishes:**

* Dishes must be washed after each meal service using the 3 sink method.
* There are 5 steps to this method listed below.

Step 1: scrape existing food off of the dishes into a trash receptacle

Step 2: wash dishes using warm soapy water and a scrub/scrub brush/sponge in a container/sink filled with warm soapy water (exclusively)

Step 3: rinse the soapy dishes off in a sink/container filled with warm water Step 4: sanitize the dishes in a container/sink filled with room temperature bleach water solution

 Bleach water should read at 100ppm Step 4: let dishes air dry

**Staff Food:** Staff must sanitize all lunch bags/food carriers which are stored in someplace other than their staff basket. Staff should remove all left over personal food and food carriers at the end of their shift daily.

**Youth Food:** Families may provide food for their youth upon the approval of the site PSD or RS. Food provided must be unopened and in its original packaging and must be kept with other site foods. Food is to be provided as supplement to site food and cannot be given as a replacement, except for in the cases of allergies where the youth provided food meets the appropriate substitution guidelines. Youth food can only be served at meal times, unless another time is specified by a doctor’s note and/or has been approved by the site RS. Any youth foods are to be treated as normal site groceries and cleaned, sanitized, dated, and stored in line with site standards.

**Procedure for Cooking Activities**

**Purpose**: To identify new and emphasize existing cleaning, cooking, and sanitation protocols and procedures for Camp Fire Alaska Summer Adventure Camp Child Care locations.

To ensure that the youth in our program are having a true Camp Fire experience, while understanding the nature of COVID-19 and the world we are currently living in. As an agency, we want to ensure that are precautions are taken to ensure that we are reducing the risk of any youth, staff, and/or family transmitting and catching COVID-19 in our program.

* There will be no cooking activities where kids are sharing Ingredients.
* There will be no cooking activities where the Ingredients are mixed together in a single bowl.

**Prep for Cooking Activities:**

* All youth and staff will wash hands before preparing meals.
* Prep surfaces are to be cleaned and sanitized.
* Staff will wear gloves when dividing out Ingredients.
* Ingredients and supplies will be pre-plated and set out for each youth in a designated area.

**Cooking Activities:**

* Each cohort group will eat in their assigned classroom and eat in their assigned seats, six feet apart.
* Youth will only be allowed to touch their own Ingredients.
* Any food that needs to be cooked will not touch the food of other students. They will either be cooked separately by a few inches or in separate containers.

**Clean-up for Cooking Activities:**

* Trash will be taken out by staff immediately following the cooking activity.
* All dishes are to be wished and sanitized.
* Youth are not allowed to share food.

**Outside Procedures**

In accordance with CDC recommendations around limiting the spread of COVID-19 and general best practices, Summer Adventure Camp programs will utilize outdoor spaces for active activities whenever possible (when weather/outdoor circumstances permit). Staff and youth are to act in accordance to the below listed information, rules, and guidelines whenever transitioning to outside activities and participating in outdoor activities.

At this time, Camp Fire Programs will not use the playground equipment.

Leadership will visually assess the outside before any Camp Fire youth go outside. Leadership will ask any community members that may be on the field to leave while Camp Fire youth are outside. This is for the safety of all. Leadership will radio to Program Staff when the outside area is clear.

**General Rules and Guidelines:**

* ALL youth and staff should maintain a distance of 6 feet from one another.
* Tag games are to use pool noodles for tagging, rather than touching or coming closer than a pool noodle distance to another person.
* Staff nor youth should congregate in groups without maintaining a distance apart from one another of 6 feet.
* Staff should monitor youth closely and remind youth of required distancing when needed.
* Outdoor sports equipment should NOT be shared (including, but not limited to, a single basketball, football, etc.).
* Staff should engage youth in physical and fun activities which reinforce/allow for appropriate physical distancing.

**Transition:**

Program Staff may choose to radio to the Primary Site Director to have outdoor equipment places at the door for youth to pick up as they exit the building. Cohorts should exit to outside play area through designated exit door and review outside rules prior to commencing play.

Cohorts should radio to the Primary Site Director when they are ready to transition back inside.

**Site Paperwork and Tracking**

After each health screening, the Primary Site Director is to file Daily Health Logs in the file box on the health screening cart.

As needed, the Primary Site Director is to file any Youth/Staff Illness Reports in the file box on the health screening cart.

At the end of every day, the Schedule Coordinator is to maintain daily snack planners on a clipboard in the food service prep area.

At the end of every day, the Regional Supervisor is to file the daily checklists in the accordion file at the sign in table.

At the end of each week, the Regional Supervisor is to file the RS Weekly Procedures Program Audit in the accordion file at the sign in table.

Once a month, the Regional Supervisor is responsible for overseeing a Fire Drill and subsequent paperwork.

The following paperwork is to be scanned to the Manager of the School Age Program by the end of the day on Fridays:

• Staff and Youth Daily Health logs

• Youth Illness Reports

• Daily Snack Planners

• Daily Cleaning Checklist

* *Regional Supervisors are to ensure that the Daily Cleaning and Sanitizing Check List is completed at the day and should monitor that the list is being completed and filled out throughout the day. The purpose of this document is to confirm the completion of the cleaning and sanitizing procedures*

• RS Audits

* *Regional Supervisors are to coordinate completing a site Weekly Procedures Program Audit which is to be submitted every Friday. The purpose of this document is to confirm the consistent implementation of and adherence to COVID19 Procedures as described in this document.*

• Any unsent Weekly/Daily Inventory forms

\* Fire Drills (when applicable)

**Fire Drill Procedures**

Monthly fire drills with children will be conducted and documented using the ***Evacuation Drill Report***. Evacuation/Fire Drills must:

* Be done monthly. Fire drills are generally due by the 15th of every month (including partial months) or according to the monthly calendar.
* Be completed (with all children accounted for) in less than two minutes. If not, another fire drill must be completed.
* Include a review with children to reinforce what went well and to discuss areas of improvement.
* Occur in the morning and afternoon program, alternate between AM & PM fire drills to ensure all children are included in the drill.
* Conclude with a full inventory of all first aid kits conducted to ensure that they are completely stocked. If items are missing, the Regional Supervisor will be responsible for coordinating with Program Managers to re-stock the kits.
* Be documented. It doesn’t count until it is turned in. In addition, if children and staff do an unplanned evacuation of the building space (the fire alarms go off or we are told to vacate), it can count as a fire drill. It must be documented.
* Follow all Physical Distancing Procedures. Cohorts must not intermingle during an evacuation and the youth in each cohort must maintain a 6 foot distance from one another. Cohorts are to exit the building through their classroom doors or through the MPR/Gym they are in.

Responsibilities:

Primary Site Directors are responsible for training and staff are responsible for knowing:

* Evacuation procedures (see below) and responsibilities.
* The location of the assigned meeting place for each cohort outside of the building & communicating it to children.
* How to activate the facility’s fire alarm system. Staff members must also be trained on the use of fire extinguishers.

**Child Abuse Prevention**

\*Adapted from COVID 19 Praesedium’s Top 10 Child Abuse Prevention Essentials for Emergency Childcare

Camp Fire Alaska commits to using best practices and remaining vigilant to preventing child abuse in our Summer Adevnture Camp sites. It is known that higher rates of abuse take place during natural disasters and emergency situations while systems of justice and order are compromised. Camp Fire Alaska will maintain its stringent prevention policies as follows below.

* No staff are to be alone with youth at any time, despite a high staff to youth ratio
  + If there is only one child in the classroom at the start or end of the day, Leadership are to work with Program Staff to ensure that the youth and staff are within eyesight of a second staff member at all times.
* No youth are to be alone with other youth at any time
* Staff are to follow School Age Program bathroom guidelines
* Program space will be designed so that staff are able to supervise all youth
* Staff to maintain appropriate and professional boundaries with youth
* The management team will continue to oversee that all child abuse prevention measures are taken

Knowing how adult offenders operate helps you minimize opportunities for offenders. Adult offenders utilize these items to gain access to youth: Access, Privacy, and Control.

Below are some helpful tips to limit an offender’s ability to groom youth in your program:

**Access:** Adult offenders need access to children and will take jobs working or volunteering with children. A chaotic crisis scenario such as this presents the perfect opportunity for an offender to bypass established screening protocols. For this reason, it is critical that we adhere to established processes and supervision to the extent practical.

**Privacy:** Offenders do not want to get caught, so they look for ways to be alone with children. For example, offenders look for places like rooms without windows, empty stairwells, bathrooms, locker rooms, etc. Ensure you are vigilant and actively supervising those spaces. Additionally, offenders will frequently volunteer to work one-on-one with a child. Ensure there is no one-on-one contact during your program. Where this may have been an appropriate part of your program before, this crisis should only require staff to supervise larger numbers of youth.

**Control:** Offenders gain control of a child and other adults by manipulating others to believe they are trustworthy and kind. Offenders are very patient and systematic in their attempts to gain control over the children they want to target for abuse. Offenders often exhibit red flag behaviors such as spending time alone with a specific child, pushing physical boundaries, giving gifts, and violating electronic communications boundaries and/or policies. Ensure that your response is swift and meaningful at the first sign of such behavior.

**What To Do When**

**A kid sneezes...**

Take a deep breath (away from the sneeze.)

Allow yourself to have your own internal mental reaction.

Encourage the youth to sneeze into their elbow. Explain that germs can jump extra far with a big sneeze like that.

Offer the child a tissue and ask them to wash their hands.

Call on your team to help ensure that other children stay away from any surfaces the sneeze may have landed on.

Observe their handwashing to ensure they wash for 20 seconds with soap and are scrubbing.

Clean and sanitize any surfaces or program supplies that the sneeze may have landed on.

Wash your own hands for 20 seconds with soap and scrubbing.

Observe the child for the remainder of program. If they display any further signs of sickness (including; runny nose, fever, excessive sneezing, cough, shortness of breath) follow the sick youth isolation procedures.

Manage the reactions of youth at site. Some may express fear of illness. Assist youth in understanding that there are many reasons why we each may sneeze, including allergies.

**A kid makes a racialized remark about COVID-19...**

This is a stressful time for all and especially for those who have become targets of people's fears and anxieties. In these uncertain times there are two forms of stigma that threaten our community's unity and wellbeing. Globally, a false connection has been drawn between people of Asian descent and COVID-19. In addition, there is growing stigma against those who have been released from quarantine, despite no longer being a risk to the general public. Camp Fire AK commits itself to fighting discrimination in all forms. We encourage our staff and the families we serve to speak against stigma and stand true to our inclusion statement.

***Camp Fire Inclusion Statement:*** Camp Fire works to realize the dignity and worth of each individual and to eliminate human barriers based on all assumptions which prejudge individuals. Our program standards are designed and implemented to reduce sexual, racial, religious, and cultural stereotypes and to foster positive intercultural relationships. In Camp Fire, everyone is welcome.

Here are some things to remember when talking with youth about race and coronavirus:

* First reflect on your own fears and anxieties. Give yourself the time to process these before talking with youth.
* Know that young children are still forming their understanding of the world. We play an immense role in their development and it is our job to help them build a healthy racial identity.
* Encourage them to talk about it. Shutting down the conversation only solidifies their fears. Teaching them how to build a healthy dialogue about race will help to dispel their misunderstandings.
* Ask questions like “Why do you think that?”
* Validate the child’s fear, not the scapegoat. In other words, the child’s fear of the pandemic is very real, just misdirected. Saying something like, “It’s ok to be afraid about this. I’m afraid too, but its not any one’s fault.”

For more information check out [Teaching Tolerance](https://www.tolerance.org/sites/default/files/2019-12/TT-Lets-Talk-December-2019.pdf)

**A kid expresses fear or sadness...**

Encourage them to talk about it. Its important to initiate the conversation. We should be checking in on youth regularly and asking them what they think about what’s going on. Even if youth don’t want to discuss it, leaving the space open and making clear you are a safe person for them to open up to.

Reassure them.

-Let them know that this will pass.

-Most kids aren’t getting sick.

-They can always ask you questions.

-There are lots of doctors and nurses working to keep them safe.

Listen. Engage in active listening. Ask clarifying questions and reframe them when needed.

Find out what they know. Ask questions and correct any misconceptions that they express. It’s ok to say you don’t know the answer to something too.

Encourage them to share their feelings. Find creative ways for youth to express their feeling, such as, journaling or drawing.

Share your feelings. Be an emotional role model. Express your own fears within reason and model healthy coping mechanisms.

Focus on the good. Always look for the helpers. Encourage youth to change their perspective.

Encourage children to act. Find fun and engaging ways for youth to get involved in the solution.

Know when to seek help. If a youth’s behavior becomes concerning document what you are observing and reach out to your supervisor for advice.

For more information check out [9 Tips for Talking to Youth About Trauma](https://greatergood.berkeley.edu/article/item/nine_tips_for_talking_to_kids_about_trauma)

**Kids start talking about death...**

Grief is a central part of each of surviving a global pandemic. We are grieving different things, the loss of normalcy and routine, fear for our own health and the ones we love, and we may unfortunately be faced with having to grieve the loss of a loved one. Understanding where we are in our grieving process will help during these conversations.

* Gently explain what death is to younger children. Try to be as concrete as possible. For example, you might say, “When a person dies, his or her body stops working. The heart stops beating and the body stops moving, eating, and breathing.” Older children might have a better understanding of death, but still have a hard time grasping that it could happen to someone they know. Explain that death is a natural part of the life cycle for everyone.
* Children may be curious about the nature of death, what happens after death, or the specific details of the death of a loved one. Answer a child’s questions simply and directly. Share basic facts when appropriate and don’t be afraid to admit that you don’t have all the answers.
* Children may not realize that death is permanent. They may ask questions or make statements such as, “When is Daddy coming back?” Try to use terms such as “died” and “dead.” Although such phrases as “went to sleep” and “passed away” may seem gentler, they may also be confusing.

For more information check out: [Sesame Street for Military Families: Explaining Grief](https://sesamestreetformilitaryfamilies.org/topic/grief/?ytid=a2VpflpbOmk)

**Kids start rough housing...**

Kids are going to be kids regardless of a global disaster. This is a highly likely scenario. Remain calm, do not get upset, or raise your voice. Remind the youth of the 6 foot rule and explain why. Use kid friendly language about germs and how they can jump super far.

* You can have the youth try to jump 6 feet to see if they can jump further than the germs.
* You can redirect their energy to physical running games.
* You can talk to them about their bubble space and tell them that because of COVID-19 it is more like a force field.
* You can set up physical markers to help them understand the distance needed.
* You can have them hold hoola hoops around their wastes and tell them no one should go inside their hoola hoop space.

**Someone who is not affiliated with Camp Fire enters the building…**

First, the Primary Site Director or Regional Supervisor should ask the person who they are affiliated with.

If the person is a parent there for pick up, ask them to wait in their car.

If the person is a community member looking for access to the school, inform them that the school grounds are closed to the community.

If the person is a teacher or principal, notify the Program Manager, conduct a health screening, apply hand sanitizer before entering the building and notify them of health and safety procedures (wash hands, storing personal items, clean/sanitize surfaces touched before leaving).

**You feel sick...**

In this scenario it is always better to be safer rather than sorry. If you are feeling ill in any way we would rather you notify us. Do not come to site and report your symptoms to your supervisor. Rest up, drink lots of fluids, and follow CDC’s guidelines for if you are feeling ill. Camp Fire cares about you and we will most certainly be checking in on you.

* Any youth or staff with a fever or respiratory symptoms (cough, trouble breathing, mucus, etc…) should stay home and not report to site. All youth and staff with other colds/flu symptoms should stay home and not report to site until the following parameters have been met:
  + 72 hours without fever (without using fever reducing medication)
  + 7 days since symptom onset
  + 24 hours completely free of a cough, body aches, runny nose, sneezing or other symptoms

If you text positive for COVID-19 you will not be allowed to return to site until your healthcare provider confirms that you are able to end quarantine.

It is important to know that federal legislation has protected your right to paid sick time if you are forced into quarantine due to COVID-19 exposure in your workplace.

**You feel unsafe...**

Pretty please reach out. We want to keep everyone as safe as possible and in order to do that we need to know what you’re thinking. If circumstances change and for any reason you decide this isn’t right for you, that is completely ok. We just ask you stay in communication with us.

Nichole Boyden will be the On-Call Manager

Members of our HR Team can be reached at:

Salwa Abuamsha (907) 257-8818, Jill Dutton (907) 257-8803 or Darci Ahlin-Stieren (907)9038424

**Introducing Youth to New Rules**

These new procedures will take each of us time to process, comprehend, and put into action. This will be true for the youth in our programs too. Some of them will be new to Camp Fire, all of them will be adjusting to new faces, new spaces, and the new normal. Just as we must be patient with each other as we learn these new policies it is incredibly important we are patient with youth. Here are some tips for helping our youth thrive in program.

* Greet youth with a warm welcome and by their names.
* Set a fun and engaging mood with music.
* Explain everything you are going to do before you do it. This is especially important before health screenings.
* Model all procedures for youth, especially with routine handwashing.
* Have the schedule hung at youth eye level and reference it to help understand transitions.
* Prepare youth for transitions by verbally announcing them ahead of time.
* Provide lots of opportunities for youth to ask questions. Its ok to say you don’t know the answer.
* Consider youth ages and stages when responding to youth or when addressing behavior concerns.
* Make it a game:
  + Sneezing into your elbow can be pretending to be a vampire
  + Youth can make a pledge to be germ busters and act out germ busting scenarios
  + Put up a handwashing reward board and provide prizes
  + Have a germ scavenger hunt and ask youth list off everything they touched in the classroom
  + Practice air hugs and air high fives o Help youth understand the reason for the new rules
  + Explain that there are lots of ways to show friendship and right now being a good friend means keeping your friend safe. We keep our friends safe by staying 6 feet apart.
  + Explain that they can save their hugs and high fives for their siblings and parents.
  + Explain how germs function.
* Have youth see if they can jump as far as a germ. This can turn into a jumping contest.
* Explain that giraffes have 6 foot necks and they need to stay as far apart as a giraffe neck.
* Help youth understand that this is temporary
  + Consider writing down all the things youth wish they could do and provide them with this bucket-list at the end of program.

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3. Centers for Disease Control. *Donning and Doffing PPE.* <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf> [↑](#footnote-ref-3)
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6. “What To Do If You Are Sick.” *Centers for Disease Control and Prevention*, Centers for Disease Control and Prevention, 25 Mar. 2020, www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html. [↑](#footnote-ref-6)
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