

ORINDA 2020 SUMMER PROGRAM INFORMATION, PROCEDURES & POLICIES

Activity Description

- Orinda Parks and Recreation's summer camps are intended for parents to send their child(ren) to a fun, enriching, and safe place while they work. Parents may register their child(ren) for a specific camp that will contain a stable group of no more than 12 participants.
- Each group will have their own classroom or program space as well as a designated area(s) around the Community Center, or other City facilities, where they can interact with their fellow group members and Instructors. Each group will be engaged with age appropriate, stimulating activities featuring sports, art, movement, building, and other creative endeavors.
- Our professional City staff and corps of independent contractor instructors are committed to providing you and your child(ren) with a fun-loving and safe experience. Instructors will NOT be leading any other groups for the duration of the program.
- All City of Orinda camps must be able to comply with the following guidelines to operate. These guidelines are subject to change based on changes in local, state and federal direction related to COVID-19. Camps in Orinda are designated for children 7-12 years of age. **These policies will be modified and updated as guidelines continue to evolve.**
- CHILDREN MAY ONLY PARTICIPATE IN ONE CAMP (ONE BARCODE) PER SESSION

Orinda Parks and Rec Summer Camp offerings will begin June 22, and will hopefully extend to the start of the school year, depending on changing guidelines. The programs will follow social distancing, sanitation, and hygiene practices specified by Contra Costa Health Services, and the Federal Centers for Disease Control and Prevention (CDC).

The program is not designed for those that are in the high risk category and parents should consult with their doctor about enrolling in this program.

Prevent Spread & Social Distance Policy

- Staff, Instructors and participants will wash hands often with soap and water. Hand sanitizer will be used if soap and water is not readily available.
- Kids will be encouraged, as always, to keep their hands to themselves and kids will be strategically spread apart during activities.
- Items will not be shared amongst separate groups. Any shared items or locations will be disinfected before another group can use it.
- Staff and Instructors will wear a face covering during instances required by the health order.
- Children will not be required to wear a face covering, but may choose to do so.
- Parents must wear a face covering when picking up and dropping off.
- Staff, Instructors and children will need to cover minor coughs and sneezes and wash hands right after doing so.
- Frequently touched surfaces will be cleaned regularly.
- Staff and Instructors will not prepare food. Children must bring their own snacks (morning & afternoon) and lunch (if applicable). Children are not allowed to share food.
- Snack/lunch will be eaten away from other groups, inside the classroom or facility, or at their assigned "Active Space".

- Children may not bring toys and other personal items from home. Children may bring medication, sunscreen, water, snacks/lunch.
- Children will stay with the same group throughout the duration of the program and the same Staff and Instructors will stay with the same group of children.
- Groups of a maximum of 12 children will be split into separate classrooms or facilities and groups will not mix.
- Classrooms/facilities will be divided by camp topic and age groups. In most instances, we hope siblings will be kept together in the same group to limit family exposure.
- The classrooms may include:
 - Room 2, Room 6, Room 7, Room 8, Room 9, Room 10, Kindergym, Wilder Field 1, Wilder Ranch House, Wilder Art & Garden Center, Pine Grove Park, Wagner Ranch Gym.
- Each group will be assigned a gender neutral restroom to use each day. No other group will be allowed to use this restroom without it being sanitized and cleaned.
- Restroom is accessible during all camp hours, and is regulated to ensure that only one person is inside the restroom facility at a time. Markings must be placed to ensure that people waiting to enter the restroom are six feet apart. Follow internal guidelines set by City of Orinda for cleaning and frequency of cleaning.
- Everyone will take turns using the assigned restroom.
- Classrooms, facilities, restrooms and active spaces being utilized for camps will not be open to the general public.

Hand Hygiene Procedure

- All children, instructors and staff must engage in hand hygiene at the following times:
 - Arrival to the facility and after breaks
 - Before and after eating or handling food
 - Before and after administering medication or medical ointment
 - After using the toilet
 - After coming in contact with bodily fluid, coughing or sneezing
 - After playing outdoors
 - After handling garbage
- All Staff, Instructors and children must wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available.
- Children will be supervised when they use hand sanitizer to prevent ingestion.
- Children will be supervised when washing their hands and will be assisted with handwashing if they cannot do it on their own.
- After assisting children with handwashing, staff will wash their hands.
- Fliers will be posted describing handwashing steps near sinks.

Isolation, Sick Child, and Sick Staff Policy

- Sick children, instructors and staff are required to stay home and will not be allowed in the program.
- “Sick” is someone exhibiting, but not limited to, the following symptoms: cough, shortness of breath, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea.
- Should your child develop any of the symptoms above, please notify the program via phone at 925-254-2445 or email at OrindaParksandRec@CityofOrinda.org
- Staff and Instructors will be vigilant in monitoring symptoms in kids and themselves and will notify a City Supervisor or Director if they or a child is showing symptoms of being sick (symptoms listed above)
- Children, Instructors and Staff who arrive sick or become sick while at the center will be sent home immediately.
 - Staff, Instructors and Children who become sick while at the center will be isolated from well groups.
 - A dedicated room/space at the Community Center and other camp locations will be identified and used as an infirmary/isolation area.
 - One staff member will maintain physical distance of at least 6 feet and will supervise any sick children in the infirmary until a parent/guardian arrives to pick them up (within 1 hour). Children will be made as comfortable as possible.
 - Parents will be notified if a member of their group becomes sick.
 - The program can be cancelled due to an illness in the program or a change in State, County or Federal guidelines.
- Sick staff members, instructors and children may not return until they have met one of the criteria below:
 - Have been tested for COVID-19 and the test has come back negative, and all other flu-like symptoms have been gone for 14 days.
 - A record that a doctor was consulted may be required to be readmitted into any programs.

Staffing

- Upon arrival, City staff and Instructors will have their temperature checked and complete an informal health screening of answering a set of questions, such as “do you feel sick?” If the temperature check and informal health screening was passed, staff and instructors will then go to the restroom and wash their hands to start their shift.
- Instructors must be available to lead a camp unit of 12 or less participants. The participants in a camp unit must remain with that group each day, and cannot be moved from one group to another.

Camper Check-in, Check-out & Screening Procedure

- Please view map for visual reference of check-in and check-out
- Each camp will be assigned to a specific room/facility
- Drop-off at the Orinda Community Center/Library, Community Park tennis courts, Wilder Park Field 4, and Wagner Ranch Gymnasium

- Upon arriving at the main steps to the community center, parents will be directed, by staff and/or signage, to the appropriate facility entrance for their child's program (please also refer to the map provided). **Parent/guardian must escort participant to the classroom/facility daily.**
- Only Participants may accompany parents (no siblings unless enrolled in camp).
- Upon nearing the appropriate entrance, an assigned City Staff member or the Instructor will conduct screening procedure
 - Screening staff will ask the parent or guardian screening questions prior to entering the facility. Screening staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
 - The parent/guardian will be asked to confirm that the child does not have fever, shortness of breath or cough, fever (temp 100.4°F or higher), sore throat, chills, vomiting, and/or diarrhea.
 - Parent/guardian will be asked if their participant has been in contact with someone who has COVID-19 or has shown symptoms of COVID-19
 - If the participant passes the question screening, they will proceed with the temperature screening
 - Temperature screening will be conducted with the following steps:
 - Participants forehead will be scanned using a no-contact thermometer
 - Participants who have a fever of 100.4⁰ (38.0⁰C) or above will be scanned twice more to confirm results. There will be an allowable grace period (up to ten minutes) where the child can wait with their parent/guardian in a vehicle or a reasonable distance away from the facility. This guideline recognizes that temperatures can rise quickly if the camper was running to the facility excited, wearing a hat, or drinking a hot drink. If after the second test, they still test 100°F or higher, the camper will need to leave the area immediately. Staff must also disinfect all surfaces and areas that the dismissed camper may have touched. If the camper has a temperature of 100°F or higher, a new pair of gloves is required and the non-contact thermometer must be disinfected and sanitized before additional participants are checked.
 - Participants who have a fever will not be admitted to the facility.
 - Screening staff and instructors will wear PPE and thermometer will be disinfected between each participant.
- Once they have passed the screening procedure, **the parent/guardian will verbally acknowledge and verify they are checking the child in, which will be noted on the camp roster,** and he/she will enter their room/facility. The room/facility will be supervised by the Instructor.

Participants must be on time to drop-off.

- Check-out
 - Similar to Check-in, parents will wait near the entrance to their child's facility, maintaining a physical distance of at least 6 feet and wearing masks.
- **Parent/guardian will verbally acknowledge and verify they are checking the child out**

Late Check-in/Early Pick-up

In the case of a late drop-off or early pick-up, parents please proceed to the camp location. Please DO NOT enter the room/facility. If the door is shut, please knock on the door. Participant's are not allowed to enter room/facility until they have participated in the health screening process. **Parents are not allowed inside the classroom/facility.**

Cleaning/Disinfecting Procedure

- In addition to daily deep cleanings, frequent sanitizing of high touch surfaces will occur throughout the day, including, but not limited to, tables, chairs, counters, door handles, bathrooms and outdoor surfaces.

Medical Conditions & Vulnerable/High Risk Group Guidelines

- The program is not designed for those that are in the high risk category and you should consult with your doctor about enrolling in this program.
- People of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.
- Children with allergies, medical conditions, disabilities, or other pertinent health related information should notify the City at enrollment. This information should also be disclosed on the WAIVER AND PARENTAL CONSENT FORM & DIRECTIONS TO STAFF FOR THE SELF-ADMINISTRATION OF MEDICINES