

# MOSHOLU DAY CAMP

## CAMP OPERATIONS HANDBOOK

### SUMMER 2021

*Addressing CDC and American Camp Association & NYS Dept of Health Suggested Guidelines*



Building  
communities  
one life  
at a time



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## CAMP AND FAMILY COMMUNICATION

This handbook should help guide parents/caregivers through a successful and safe summer. The handbook offers up to date helpful hints and tips that answer many of the questions that you may have about our policies and procedures revolving around the current pandemic.

Communication is key, and while nobody has all of the answers, we certainly want all of you to know what we are thinking. Last summer, Mosholu Day Camp was the first camp to receive a NYS permit and we operated for 8 weeks without a single case of COVID. Experts believe that an organized, structured, and monitored environment like camp is the safest place children can be this summer and we have made changes to ensure that Mosholu Day Camp is just that. We have spent a great deal of time studying the suggested guidelines and putting them in place at Mosholu. We believe that Mosholu is extremely safe. While we cannot account for cases brought into camp, we are certain that our precautions will limit any exposure to COVID-19 or any of the variants.

We have been working hard to develop ways to ensure our campers and staff members return to a safe environment. Making sure that we operate with the highest standard of safety is our number one priority. While we understand that this represents a change in program from years past, we know that these changes are in the best interest of our campers.

## MOSHOLU DAY CAMP BENEFITS

- Large, Spacious Campgrounds
  - 2 Waterfronts
  - 2 Large Outdoors Pavilions
  - 2 Sports Fields
- New Activities this summer include....
- Ropes Course, Climbing Tower, Water War Fun, Master Chef Kitchen, Coding, Pedal Boats and so much more!!!!



## **GUIDELINES FOR OPENING CAMP**

Mosholu Day Camp's priority is to provide campers an organized, safe and proper leadership in a relaxed rural setting, away from our campers' homes, while making sure that we operate with the highest standard of safety. Mosholu Day Camp's Operations Handbook prioritizes the health and well-being of our campers, staff and the families we serve as well as discuss day to day camp program & operations.

- Parents should monitor children for cough or sore throat, headache, tiredness, runny or stuffy nose, body aches, diarrhea and vomiting and obtain a COVID test if these symptoms occur.
- Parents must notify the camp if there is any possible exposure to a positive case of COVID.
- Intake surveys and temperature checks for all campers and staff will be charted by our camp office staff. If your child registers a temperature of 99.8°F or higher, a rash, a cough or sore throat your child will not be permitted to attend and you may be asked to get the child a COVID-19 test.
- Camp Staffing – small groups 1:8 moving independently, groups do not inter-mix, floating counselor for bathroom and breaks.
- Masks worn by campers and staff on bus – not in camp open areas, unless social distancing is impossible, however must be worn in passive activities such as Arts & Crafts.
- Scheduling – areas every other period to allow for disinfection and cleaning between usage.
- Parents play a large part in protecting everyone's safety as they must communicate symptoms and exposure to the camp staff.

## REIMAGINING A SAFER CAMP

After a successful summer in 2020, we know that camp is potentially the safest place for children. We have increased its safety procedures and policies and will continue to minimize risks and provide campers with an amazing summer camp experience. Children face a relatively small risk of harm, however every possible precaution will be taken to make sure that the children have a safe and enjoyable summer. Some of the staff has been vaccinated and all will be tested throughout the summer to ensure that they are safe.

Mosholu Day Camp has been committed to ensure that our campers and staff members return to a safe environment, the “new normal”, operating with the highest standard of safety. Please look out for another update within the next week.

### OUR “NEW NORMAL”

- Staff training (COVID guidelines implemented)
  - Screen everyone, everyday
- Small groups – stay together every day (pod)
  - Outdoors – all the time
  - Teach and reinforce handwashing
- Clean and disinfect – regularly with set schedules
  - No sharing of equipment and supplies
  - Stay home when sick
  - Face coverings



## **SAFETY PRECAUTIONS**

### **CAMPER SCREENING**

- Pre-camp health history and intake surveys
- Daily at home health screenings by caregivers
- Daily camp arrival symptom screening and temperature check
- Health monitoring throughout the camp day

### **STAFF SCREENING**

- Pre-camp health history and intake surveys
- Daily camp arrival symptom screening and temperature check
- Health monitoring throughout the camp day
- Personal Protective Equipment (PPE)
- Testing throughout the summer.

### **CLEANING AND DISINFECTION**

- Increased cleaning and disinfection protocols by maintenance staff
- Hourly cleaning and disinfection of each bathroom by maintenance staff.
- Cleaning and disinfection of all activity areas, equipment and supplies between each group.
- Designated activity supplies for each group's

### **HANDWASHING**

- Mandatory hand washing and sanitization protocol between each activity period
- Hand sanitizing stations will be located throughout camp
- Use of EPA approved soaps and sanitizers

### **REASONABLE CONTACT REDUCTION**

- Group sizes limited to no more than 8 campers per group
- Safe social distancing practices will be maintained between groups
- Face coverings and masks will be worn according to CDC guidelines

### **SYMPTOM MANAGEMENT PLAN**

- Trained medical professionals will assess all persons with possible COVID related symptoms
- Quarantine (isolations rooms) facility will be established
- Strict symptom management, including isolation, communication, tracing and post illness protocol will be enforced

## GROUP SIZE AND SOCIAL DISTANCING

### Small camp household (pod)

- A maximum of 8 campers and 1 staff in a household

### Households will not mix

- Households will be required to maintain appropriate social distancing from other households
- Households will be comprised of campers of the same age group
- Households will not share bunks

### No large camp gatherings

- Camp-wide Pow Wow's have been canceled
- Special event days will be restructured to accommodate social distancing among households.

### Safe interaction with external staff

- All staff that work outside of the household will be required to wear proper PPE

## WHAT IS A HOUSHOLD (pod)?

Campers will be organized into small self-contained groups with dedicated supervisory staff that stay together all day, every day. These groups will be comprised of campers of the same age group.

Households will social distance by not mixing or interacting with any other household during the camp day. They will remain together, like a family. Any other staff that interact with campers outside of the household, such as activity specialists or bus counselors, will wear protective equipment (PPE) according to the guidelines established by the CDC.

## RAINY DAYS

The campgrounds are equipped with enough indoor spaces, so that we can conduct program. If the weather breaks, we will go back to regular camp activities including swim. Households will have their own designated cabins to retreat to in the event this does happen.



## HOUSEHOLD RATIOS AND STAFFING

A household is a self-contained group of campers from the same age group and their supervisory staff that stay together all day, every day.

## WHAT WILL THE SUMMER LOOK LIKE?

At the Mosholu Day Camp, for 2 to 8 weeks, campers 5-14 will continue to get the camp experience. They will learn new skills, play, build self-esteem, and make new friends. This will remain the same. However, this summer, there will not be any off-site camp trips, late night activities, overnights. Large camp-wide gatherings such as Pow Wow will meet social distancing requirements. All camp events will still occur but will be modified for camper's safety and enjoyment.



## FACE COVERINGS AND MASKS

### CLOTH FACE COVERING

Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.

Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed and replaced daily.

- Campers in non- active activities and on buses
- Administrative and Leadership staff
- Group counselors outside of the households (breaks, bathroom runs)

### DISPOSABLE MASK SURGICAL & MEDICAL-GRADE MASK (N-95)

FDA approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions.

Reserved for indoor use at camp, for staff members that will engage with multiple households and camp medical staff.

- All medical team members
- Specialty staff leading camp activities
- Bus drivers
- Bus counselors
- Staff assisting with morning arrival and screenings of campers and staff

## **CAMP PROGRAM AND ACTIVITIES**

At the Mosholu Day Camp, our campers participate in an array of traditional camp activities such as instructional and recreational swimming, music, art, trips, archery, boating, dance, sports, drama and many more. A highlight at the camp is beautiful Lake Cohasset. Our 5 swim bays, deep water areas, water trampoline, slides and boating program allow the campers to cool down and enjoy the summer. Children still need to socialize, exercise, and learn in order to continue along with their developmental milestones. This is the time for them to be engaged in as much outdoor activity as possible.

### **Safety Protocols**

- Outdoor areas
- Quality Small Group Instruction
- Increased cleaning and sanitizing procedures
- Increased program supplies to rotate between groups

## **ACTIVITY PERIOD CHECKLIST**

- All campers and staff members wash/sanitize hands when they arrive and depart each activity period
- Cleaning and disinfection will be completed on all equipment and supplies before being used by another group
- One group scheduled at each activity
- Sports and games will limit contact as much as possible
- Commonly touches surfaces, switches, sink knobs, tables, benches or handles, etc. will be cleaned after each activity period

## **FIELD TRIPS/SPECIAL EVENT DAYS**

This summer, there will be no off-site trips for any unit. There will also be no late nights or over nights.

Special event days will be restructured to accommodate social distancing among households.

## ACTIVITIES FOR SUMMER 2020

Activity periods are normally 45 minutes. The time will be altered. This will allot sufficient time for campers and staff to wash/sanitize their hands in between activity periods.

### Activity List

|               |               |               |
|---------------|---------------|---------------|
| Archery       | Cooking       | Kickball      |
| Arts & Crafts | Dance         | Nature        |
| Baseball      | Drama         | Soccer        |
| Basketball    | Flag Football | Swim          |
| Ceramics      | Gaga          | Tree Climbing |
| Boating       | Academics     | Group Games   |
| Canoes        | Paddle Boards | Corcls        |
| Volleyball    | Fitness       | Pottery       |

**NEW-** Paddle Boats, Cooking Space, Coding Space, Climbing Tower, Water Competition Space, High Ropes Course

## CLEANING PROCEDURES

Mosholu Day Camp will increase cleaning and disinfection by our professional maintenance staff. All bathrooms will be cleaned and disinfected hourly. Other areas of camp will be cleaned and disinfected every other period in between activity usage, this includes all equipment and supplies.

### **Maintenance Team**

- Dedicated and trained staff
- Staff are thoroughly trained and strictly supervised on cleaning protocols

### **Cleaning Timeliness**

- Shared areas and equipment cleaned after each household
- Hygiene protocols posted in all program areas

### **Mandatory Handwashing**

- Handwashing/sanitizing before and after all activities and before eating
- Sanitizing stations and hand washing facilities in all program areas

### **Sanitizing and Disinfection**

- EPA approved disinfectants
- Soaps and sanitizers recommended by the CDC

## SWIMMING

Mosholu Day Camp's lakefront is where the most fun in camp happens, as swim is a favorite activity. Our swim program has proven to be beneficial in teaching children to swim. Our 5 swim bays, 2 deep water areas, water trampoline and boating program allow the campers to cool down and enjoy the summer. As of now, there is no evidence that the virus can be spread to humans through the use of water during swim or play. Campers will still have instructional and recreational swim, spread out with only one group of 8 in each area.

### Safety Protocols

- Daily swim
- Smaller groups – one household in each swim bay at a time (including upper camp, 6 groups of 8 can swim at each period)
- Buddy checks
- Assigned places and spread out for social distance
- Consistent Lifeguards assigned to each household
- Boating/SUP and life jackets cleaned in between usage (every other period)



## TRANSPORTATION

### BUSES

Transportation is the backbone of the day camp program. Campers and staff need to arrive to and from camp each day in a safe and timely manner. We have changed our procedures to be sure that this summer is even safer for all campers and staff.

#### Procedures

- Parents should symptom and temperature check prior to leaving the house each morning.
- Daily temperature and symptom checks for all campers and staff with an infrared thermometer by bus counselors.
- Any camper who has a temperature of 99.8°F or higher will not be allowed on the bus. Parents must be prepared to take the child home if this occurs
- Drivers will be checked and will maintain all protocols for safety.
- Drivers will not leave camp grounds during the camp day to ensure that there is no exposure to the virus.
- Revised drop-off and pick-up bus stop procedures for parents (more to come).
- Campers and staff will wear masks on bus but will not need to wear masks during the day.
- As buses arrive to campgrounds, times will be staggered so that campers are allotted enough time to disembark without congregation.
- Parents are not permitted on the bus due to our insurance and the camper's safety.

#### Safety Protocols

##### **Limited Number of 30 Passengers on the Buses**

- Only one camper per seat (siblings may share a seat)
- Campers will be assigned seats with proper social distancing

##### **Face Coverings/Masks**

- Bus drivers and bus counselors will wear proper PPE (N-95 masks) at all times while on the bus
- Campers and staff will be required to wear a face covering/mask while on the bus

##### **Enhanced Cleaning and Sanitizing**

- Buses will be cleaned and sanitized daily by our maintenance team mid-day
- Buses will be cleaned and sanitized each evening by company maintenance
- Supertrans will more thoroughly sanitize each bus at the end of each week

## **PARENT PICK-UP AND DROP-OFF**

This summer, parents may provide their own transportation for their camper.

### **Safety Protocols**

#### **Parents Remain in Vehicles**

- Parents should remain in their vehicles and wear a face covering.

#### **On-Site Health Screenings**

- Temperature checks and health screenings will be conducted prior to parent departure each day.

#### **Handwashing/Sanitizing**

- Campers will be required to wash their hands/sanitize prior to joining their household.

#### **Designated Meeting Locations for Household**

- Campers will be escorted to their households designated meeting area by leadership staff wearing proper PPE.

## **CAMP VISITORS**

Parents or other visitors will not be allowed to enter the camp beyond the parking lot to avoid any outside contact with the campers.

All parent visiting days have been canceled for this summer.



## DAILY LUNCH AND SNACK

The Mosholu Day Camp is currently revised procedures for daily lunch and snack. Campers will have to bring their own lunch this year. Lunches unfortunately will not be able to be heated.

All snacks will be pre-packaged individually wrapped for quick and easy serving. Furthermore, parents who wish to send their campers with own snack, you are still welcomed to do so.

### Safety Protocols

#### Handwashing and Sanitizing Stations

- All campers will wash/sanitize their hands before eating lunch and snack

#### Outdoor Lunch Seating

- There are 2 outdoor lunch pavilions and numerous picnic tables all around camp to reduce the number of campers in any area eating together.

#### Assigned Lunch Tables

- Assigned lunch tables for the summer will allow for adequate social-distancing between households.
- Each group will be adequately spaced from other groups with the same lunch and snack time.
- Tables will be cleaned and sanitized before and after lunch and snack daily.



## ITEMS TO BRING TO CAMP

**\*\*\*All items sent to camp must be clearly labeled with the camper's full name \*\*\***

**All campers must bring to camp every day the following items:**

- Lunch
- 2 bathing suits
- Towel
- Sunscreen
- Plastic bag for wet items
- Water shoes (for walking from bunk to the swim area and to leave at camp)
- An extra pair of underwear and shorts
- Hat
- Bookbag to hold all of the camper's items

All items will be kept safely and privately in the camper bunk throughout the day



## **SYMPTOM MANAGEMENT PLAN**

In accordance with the New York State guidelines once they are announced, our plan addresses best practices based on the current recommendations of the Center for Disease Control and the American Camp Association for handling a camper or staff member with symptoms.

### **Camp Medical Team**

- Camp Nurse

### **Pre-Camp Screening**

- Pre-Camp temperature and Symptom Survey

### **Daily Screening**

- All staff will be trained in recognizing signs and symptoms of virus

### **Communication**

- Follow all reporting guidelines to DOH
- Alert families and staff immediately of any potential exposure
- Trace symptoms
- Intake survey



## MEDICAL STAFF AND INFIRMARY CABIN

There will be a white screening tent set up outside of the infirmary cabin this summer. All interactions will be done there, outside of the cabin, unless it is an emergency situation that requires the nurse to go indoors or a staff or camper to go into isolation.

All minor injuries like bumps, bruises, scrapes that occur during the camp day will also be treated under the tent.

### Procedures

1. Campers and staff are directed to the nurse's station.
2. Campers and staff members will wait socially distant to be called.
3. The nurse will assess the symptoms and act accordingly.
4. Phone call/injury slip will be sent home to the parent notifying them of the visit to the infirmary.
5. Proper PPE (N-95) mask will be worn by the nurse.



## **SYMPTOM AND TESTING MANAGEMENT PLAN**

### **WHAT HAPPENS WHEN A CAMPER OR STAFF DEVELOPS COVID-19 LIKE SYMPTOMS WHILE AT CAMP?**

1. The individual will be directed to the screening tent where they will be further assessed by the nurse.
2. They will then be given an N-95 mask.
3. Parent/emergency contact will be notified and asked to come to camp and take them home.
4. The individual will be isolated until their parent/emergency contact arrives.

### **WHAT HAPPENS WHEN THERE IS A COVID-19 POSITIVE DIAGNOSIS?**

If a camper or a staff communicates that they have a positive COVID-19 test, we will notify the proper health authorities and all members of the individual's camp household immediately. All areas that the individual came into contact with, will then be deep cleaned and disinfected thoroughly. All others who the Dept of Health determine came into close contact with the individual will be required to quarantine for 14 days while monitoring for symptoms.

### **INDIVIDUALS CAN RETURN TO CAMP WHEN:**

1. They have been quarantined for 14 days
2. The individual has been fever-free for 72 hours
3. Respiratory symptoms have improved
4. It has been 72 hours since your symptoms have improved
5. Two negative COVID-19 tests more than 24 hours apart

If a camper misses camp due to being quarantined because of potential exposure to an infected camper as determined by the Department of Health, they will receive a refund for the camp days missed.

### **VACATION AND TRAVEL QUARANTINE**

The camp will follow the guidelines of the NYS Department of Health. If the vacation or travel involves a mandatory quarantine or specific testing, the camp will follow the specifics as advised. There will be no refunds in this occurrence. Please be aware that specific states, dates and guidelines may change at any time and we MUST follow the laws as directed by the NYS Department of Health, who is our licensing agent.