



MetroWest YMCA Summer Camp 2020 COVID-19 Addendum

Overview

The MetroWest YMCA team is excited to be entering another summer camp season. This year, our camps will look slightly different as we work with local, state, and federal organizations to help our campers and staff stay healthy during the COVID-19 pandemic. The Y has developed a series of policies and procedures designed to help with prevention, identification, and containment/isolation. Campers, families, and Y staff will all have a role in minimizing the potential impact of COVID-19 on our summer and we are optimistic that we will be successful in our efforts to keep everyone safe and healthy.

The MetroWest YMCA strives to deliver consistently high quality programming that also ensures the health and safety of the children and staff. With the COVID-19 pandemic, we have made several changes to our camps for the summer of 2020. Here are some of the differences that you and your camper can expect this summer:

- **Smaller overall camp and groups** – Our overall camp numbers will be lowered in order to be able to maintain adequate social distancing, and individual groups will be held to 10 children with no interaction with other groups.
- **Self-checks at home** - All staff, parents, and children will need to self-screen at home prior to coming to the program each day. Self-screening shall include checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100.0°F or above, or any other signs of illness will not be permitted to enter the program. Guardians will be required to sign an attestation that they have completed these checks on themselves and family members daily.
- **Rolling drop-off/pick-up** – In order to limit the amount of contact between families, we will be changing our drop-off/pick-up procedures.
- **Changed activities** – We are doing everything we can to make alterations to some of the traditional camp activities to comply with new policies as well as incorporating new fun activities. Activity times/length may also run differently to accommodate our increased cleaning requirements.
- **Increased personal and facility cleaning** – In addition to an ongoing cleaning schedule, campers and staff will be required to engage in regular handwashing throughout the day.
- **Social Distancing and PPE** – Groups will stay in a main location during the day except for specialty activities to limit the chances of mixing campers together between groups, and campers will be required to wear masks anywhere they are not able to maintain social distancing. Masks will also be required by guardians during drop-off and pick-up of campers.
- **No transportation to the Family Outdoor Center or field trips** – Due social distancing requirements and minimization of camper groups intermixing, the decision has been made to not offer bussing services to camp as done in previous years.

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1. Updated Plans

Recreational Camps and Programs must be updated to address how they will meet the new health and safety requirements associated with COVID-19. For Recreational Camps, plans must be included into Staff Training and Orientation and provided in writing and included in or in addition to the written camp Health Care Policy and other relevant procedures (105 CMR 430.159). Elements planning for Recreational Camps and Programs must include the following:

- a) A plan to address cleaning, disinfecting, sanitizing, and frequency. This must include a daily staff cleaning schedule to ensure that all areas, materials, furniture, and equipment are properly cleaned, sanitized or disinfected.*
- b) A plan for identifying and handling sick, symptomatic, and exposed children and staff that includes but is not limited to daily screening checks, location of screening activities, and staff responsible for screening. All staff conducting screenings should be trained to do so by the Health Care Consultant.*
- c) A plan for the isolation and discharge of sick, symptomatic, and exposed children or staff, including procedures for contacting parents immediately, criteria for seeking medical assistance, transportation of a child/staff who has development symptoms related to COVID-19 mid-day and who rely on camp transportation, mitigation of transmission until the sick individual can safely leave the camp, and immediately notifying the local board of health.*

MetroWest YMCA policy:

- a) The MetroWest YMCA created a cleaning, sanitizing, and disinfecting regiment in order to mitigate the potential spread of COVID-19 based on guidance provided by the Center for Disease Control and Prevention, the MA Department of Public health, and the MA Department of Early Education and Care.

Cleaning, Sanitizing, and Disinfecting Procedure

- All disinfectants, sanitizing, and cleaning products containing chemicals will be secured out of the reach of children when not being used.
- All disinfectants and sanitizers that are used for cleaning will be EPA registered products for use against COVID-19. Staff will follow the directions on the label to use cleaners according to the manufacturer's specifications.
- When EPA-approved disinfectants are not available, a bleach solution will be used (1/3 cup household bleach added to 1 gallon of water OR 4 teaspoons of bleach per quart of water.
- All bleach and water dilutions will be freshly mixed each morning to ensure their ability to safely sanitize or disinfect. When preparing these dilutions staff will add bleach to water in order to prevent bleach splashes caused by adding water to bleach. These dilutions will be prepared in well ventilated areas where campers are not present and kept in clearly labeled containers.
- When using any cleaning products, staff will follow proper PPE protocols and only single use disposable paper towels will be used. Handwashing or use of an alcohol-based sanitizer after cleaning is required, whether or not gloves were used.
- Dirty surfaces will be cleaned with soap and water before disinfected using a cleaning product according to manufacture labels, or a bleach/water dilution that will be allowed to sit on surfaces for at least 1 minute.

- Staff will follow the Cleaning Schedule regarding group and common area cleanings, paying extra attention to frequently touched surfaces and objects, including; doorknobs, bathrooms, sinks, keyboards, and tabletops. Staff will keep track of cleaned areas and make any notes in the Cleaning Log.
- Staff will thoroughly clean any object or activity item that is shared between campers. Machine washable, cloth toys will not be used among groups since they must be machine washed in order to be adequately cleaned.
- Cleaning and disinfection of wooden surfaces is not recommended by EEC but high touch surfaces made of plastic or metal including play structures will be frequently cleaned and disinfected.
- The swimming pools will be cleaned to meet the regulatory requirements of 105 CMR 435.00: Minimum Standards for Swimming Pools, State Sanitary Code: (Chapter V) and special steps taken to make sure handrails and pool ladders are disinfected frequently throughout the program day.
- Staff and campers will be directed not to wear clothing again until after it has been laundered at the warmest temperature possible.

To Be Cleaned	Before Each Use	After Each Use	Multiple Times per Day	End of Day	Comments
Office and shared spaces					
Countertops and shared desks and chairs			Clean, disinfect	Clean, disinfect	
Shared keyboards and electronics			Disinfect	Disinfect	Use disinfecting wipes, not spray
Shared telephone			Disinfect	Disinfect	
Door handles			Disinfect	Clean, disinfect	
Restrooms			Clean, Disinfect	Clean, disinfect	Toilet, sink, floor, door handle, light switch, paper towel dispenser
Floors				Clean	Sweep or vacuum, then damp mop with a floor cleaner
To Be Cleaned	Before Each Use	After Each Use	Multiple Times per Day	End of Day	Comments
Kitchen and eating areas					
Food preparation surfaces	Clean, Disinfect	Clean, Disinfect			Use a disinfectant safe for food contact
Food preparation appliances		Clean		Clean, Disinfect	

To Be Cleaned	Before Each Use	After Each Use	Multiple Times per Day	End of Day	Comments
Dishes and eating utensils		Clean			
Tables	Clean, disinfect	Clean, disinfect			
Chairs	Clean, disinfect	Clean, disinfect			Before serving food
Countertops		Clean, disinfect		Clean, disinfect	Use a sanitizer safe for food contact
Floors				Clean	Sweep, then damp mop with a floor cleaner

Cleaning agents used:

Disinfectants

- Terminator One Step Disinfectant - EPA Reg. No. 6836-75
- Buckeye Neutral Disinfectant cleaner - EPA Reg. No. 47371-129
- Comet – EPA Reg. No. 3573-54

Cleaners

- Buckeye Multipurpose glass cleaner
- Buckeye Eco Floor cleaner
- Fabuloso all-purpose cleaner

MetroWest YMCA Policy:

b & c) The MetroWest YMCA will follow the required health and safety protocols recommended by the MA Department of Public Health and the Department of Early Education and Care with regards to COVID-19. Children and staff who present as sick, symptomatic and exposed will be isolated and removed from the Y as quickly as possible by contacting the parents, emergency medical personnel, or emergency contacts. Daily screenings will help prevent sick children and staff from staying at the Y. The local Board of Health will be contacted as quickly as possible in the case of a probable or positive case of COVID-19.

Identifying and Handling Sick, Symptomatic, and Exposed Children and Staff Procedure

If a child becomes symptomatic while at camp:

1. Immediately separate the child from the rest of the group to one of the pre-determined isolation area. To minimize exposure to staff, the child will remain supervised at all times by designated Health Care Supervisor using appropriate PPE. The child should be given a face mask to use (if not already wearing one) in order to protect others from potential infection.
2. The Health Care Supervisor will contact the child’s parent/guardian and inform them that the child needs to be picked up within one hour. The family should consult their primary healthcare provider to determine if any testing or other medical care is needed.
3. Areas used by the symptomatic child in the previous 48 hours should be closed off for use by everyone for the remainder of the day, to the extent possible. Staff will wait as long as possible

(preferably 24 hours) before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.

4. A determination will be made by the Operations Director in conjunction with the Healthcare staff and Hopkinton Board of Health regarding whether the remainder of the symptomatic campers' cohort should also return home to self-isolate.
5. The Health Care Supervisor will gather contact tracing materials (group and movement lists) in case of positive COVID-19 test. The staff and families of campers who had potentially close contact with the individual with the COVID-19 symptoms will be contacted by either the Health Care Supervisor or a member of the Camp Leadership Team to regularly monitor themselves for COVID-19 symptoms and to stay home if they have a fever or any other symptoms.
6. Cleaning and disinfecting protocols for all camp areas visited by child in the previous 48 hours will be followed when able to do so.

If a staff member becomes symptomatic while working:

1. The staff member should inform a Health Care Supervisor and a member of the camp leadership team. If the staff member is supervising a group of campers, alternative coverage will be found as quickly as possible so that the staff member can return home to self-isolate and contact their healthcare provider to determine if any testing or other medical care is needed. If staff member is not able to leave premises immediately, they should wait in a pre-determined isolation area and continue to utilize a face covering to protect others from potential infection.
2. Follow requirements above for handling symptomatic individuals.

Please note: Sick children or employees who are symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider. Determine the date of symptom onset for the child/staff and identify which days they were at camp during this time period as well as during the two days before symptoms began. Using the group lists and movement logs determine who had close contact with the child/staff during those days.

Daily screening procedures

No child or adult will be able to enter the camp facility until they have successfully passed the screening process. Depending on the age of the camper, parents will be directed to specific screening and drop-off locations where parents will be required to respond to the following health screening questions:

Today, or in the past 24 hours, have you or any household members had any of the following symptoms?

- *Fever (temperature of 100.0°F or above), felt feverish, or had chills?*
- *Cough?*
- *Sore throat?*
- *Difficulty breathing?*
- *Gastrointestinal symptoms (diarrhea nausea, vomiting)?*
- *Fatigue (combined with other symptoms)*
- *Headache?*
- *New loss of smell/taste?*
- *New muscle aches?*
- *Any other signs of illness?*

In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?

Y staff will also complete an additional visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.

Staff providing the screening will be trained by the Health Care Consultant.

If individual who had been showing symptoms tests negative for COVID-19, they should consult with their health care provider and speak with the camp director before returning.

Individuals who tests positive for COVID-19 or their doctor says they have confirmed or probable COVID-19 must stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides. Individual must contact camp director before returning.

If individual who had been showing symptoms tests negative for COVID-19, they should consult with their health care provider and speak with the camp director before returning.

Individuals who tests positive for COVID-19 or their doctor says they have confirmed or probable COVID-19 must stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides. Individual must contact camp director before returning.

In the event of a COVID-19 instance of exposure the following notifications will be followed:

- Guardians of campers who have tested positive, or staff who have tested positive should notify the camp director so that the program may make the other required notifications.
- A member of the camp leadership team will notify employees and families about exposure while maintaining confidentiality.
- The designated senior camp staff person (shared in section 3) or designee will notify the local Board of Health and any additional agencies as needed.

Additional COVID-19 procedures:

- Individuals determined to have been in close contact with a camper or staff who has tested positive for COVID-19, regardless of whether or not either individual is showing symptoms, will be directed to remain at home (guardians of campers will be contacted if camp is informed of a positive test while in session and campers will need to be transported home). Exposed campers and staff must remain at home for at least 14 days after the last day of contact with the sick person. The Y will consult with the Board of Health for guidance on quarantine for other children and staff and what additional precautions will be needed to ensure the program space is safe for continued services.
- If a child's or staff's household member tests positive for COVID-19 the individual must self-quarantine for 14 days after the last time they could have been exposed.

- If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19 the individual will need to follow the procedures associated with a positive COVID-19 test regardless of whether or not they are having symptoms.
- If an exposed child or staff remains asymptomatic and/or tests negative for COVID-19, the individual must remain in quarantine and continue to monitor for the full 14 days unless additional guidance is provided by the Board of Health.

In the event that a camper or staff member starts to demonstrate symptoms of COVID-19 or another illness, one of the Health Care Supervisors will make the determination to contact emergency medical services to transport the individual to the hospital or an emergency contact to come within one hour and transport the individual home or to receive medical assistance. In the event that an individual demonstrates significant symptoms of COVID-19 and medical services are recommended, the designated senior camp staff person (shared in section 3) or designee will notify the local Board of Health and any additional agencies as needed.

2. Sick Leave Policies

Recreational Camps and Programs must ensure that their sick leave policies are flexible and promote the importance of staff not coming to work if they have frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.

MetroWest YMCA policy

Staff who are sick, think they might be sick with COVID-19, or have had close contact with someone who has COVID-19, should not report to work. Instead, they should contact their supervisor to explain the situation then follow the guidelines from the CDC or the Board of Health where they live. Additional information about COVID-19 can be found on the CDC's website [here](#).

Full-time Employees

Full-time employees shall be allowed ten (10) days sick leave per year after completing one (1) year of employment. During the first calendar year of employment, the employee will have earned three (3) days sick leave after completing his/her first ninety (90) days of employment. The employee shall then earn one additional sick day, to a maximum of ten (10) days, for each month worked after the ninety (90) day period.

Unused sick leave is cumulative from one employment year to the next for use as a Short Term Disability Bank as follows:

- Employees will be allowed to carry over sick days, up to sixty (60) days, in a sick bank reserve to be used for approved short-term disability coverage only.
- *No cash or other reimbursement will be given for unused days accumulated in an employee's sick bank at time of separation from Y employment.*

Part-Time Employees – Massachusetts Earned Sick Time Policy

Accrual of Sick Time. All part time employees shall be eligible to accrue and use paid sick time. Sick time accrues at the rate of one hour for every thirty hours worked per calendar year, up to a maximum of forty (40) hours. Up to forty (40) hours of unused sick time may be carried over into the following year.

Use of Sick Time. Part time employees may not use more than forty (40) hours of accrued sick time per calendar year. Accrual of sick time begins on the employee's date of hire, but employees may not use such earned sick time until 90 days after their start date.

All Employees - Massachusetts Earned Sick Time Policy

1. Sick time is provided to allow employees to:
 - a) care for employee's own physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
 - b) care for a child, parent, spouse, or parent of a spouse who is suffering from a physical or mental illness, injury, or other medical condition that requires home, preventative or professional care;
 - c) attend routine medical and dental appointments for themselves or for their child, parent, spouse, or parent of a spouse; and
 - d) address the psychological, physical, or legal effects of domestic violence.

2. Use of sick time for other purposes is not allowed and may result in an employee being disciplined.
3. Employees may not use sick time if the employee is not scheduled to be at work during the period of use. An employee may not accept a specific shift assignment with the intention of calling out sick for all or part of that shift.
4. Earned sick time may be used for full or partial day absences. The smallest amount of sick time that an employee can take is one hour. Sick time cannot be used as an excuse to be late for work without notice of an authorized purpose. If an employee's absence from work requires the MetroWest YMCA to call in a replacement worker to cover the absent employee's job functions, the MetroWest YMCA may require the absent employee to use an equal number of hours of sick time as were worked by the replacement.

Additional paid sick leave may be available through the Families First Coronavirus Response Act (FFCRA) or other legislation relating to the COVID-19 pandemic. Please see the Executive Director of Education or the Director of Human Resources for more information.

3. Designated COVID-19 Contact

Recreational Camps and Programs must designate a senior camp staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.

The Designated COVID-19 camp people are:

Summer Day Camp, Clearbrook

Lisa Mandozzi
Branch Executive Director,
Framingham
lmandozzi@metrowestymca.org
508-879-4420 x245

**Summer Day Camp, Family
Outdoor Center**

Kevin Mitrano
Director of operations
kmitrano@metrowestymca.org
508-435-9345 x105

**Summer Day Camp, Framingham
Branch**

Heidi Kaufman
Executive Director of Education
hkaufman@metrowestymca.org
508-626-8271 6

4. Food Service

Recreational Camps and Programs must develop a plan for food service. Snacks and meals should be brought from home, be pre-packaged, or ready to serve in individual portions to minimize handling and preparation. Where this is not feasible, staff must prepare and serve meals. Meals should not be served family style.

5. Vendor Deliveries

5. Plan for safe vendor deliveries, if applicable. Non-contact delivery protocols must be arranged whenever possible.

The MetroWest YMCA has instituted a plan for non-contact delivery protocols to reduce the possibility of cross-contamination as possible between the vendor and the Y. Items will be brought into the building and placed in a safe location including against walls in vestibules or lobbies until they can be moved by a Y employee using the appropriate PPE such as gloves. When possible, automatic doors will be encouraged.

6. Camp Closing and Staff Absences

Recreational Camps and Programs must develop a plan for handling camp closings and staff absences. Determine how the facility will communicate with staff and parents. Determine who will inform local board of health, the Department of Public Health Community Sanitation Program, and other appropriate audiences.

MetroWest YMCA policy:

In the event of significant staff absence or gaps in child attendance due to COVID-19, the designated COVID-19 contact or designee will communicate with the local Board of Health for guidance in its next steps which may include program closure. Any decisions made from this guidance will be communicated with members through the use of email, telephone, website, and social media.

7. Communication with Families

Recreational Camps and programs must have a plan for sharing information and guidelines with parents that include the following:

- a) A system to check with parents daily on the health status of their children when children are dropped off at the facility.*
- b) Email addresses and home, work, and mobile phone numbers from parents of children at the camp so that staff can reach them at any time.*
- c) A tested communication system with parents, children at the camp, all staff, facility and/or grounds management, and emergency medical services.*
- d) Information on COVID-19 including symptoms, transmission, prevention, and when to seek medical attention. Encouraging parents to share the information with their children as appropriate.*
- e) Provide parents with information on the camp's policies for preventing and responding to infection and illness. This must be given to the camper's parents/guardians and not just provided on a website. Provide information in the primary languages spoken by the parents, if possible.*

MetroWest YMCA policy:

Having clear and open communication with parents is critical for both the positive experiences of the camper as well as ensuring the health and safety of everyone at the camp.

- a) No child or adult will be able to enter the camp facility until they have successfully passed the screening process. Depending on the age of the camper, parents will be directed to specific screening and drop-off locations where parents will be required to respond to health screening questions (see section 1).
- b) As part of the registration and enrollment process, complete contact information is required for all families that include email addresses and home, work, and mobile phone numbers so that Y staff members can contact the parents of campers at any time.
- c) Several different types of communication are used by the MetroWest YMCA to ensure that information can be shared with parents, campers, Y staff including both camp and facility staff, and emergency medical services. Phone and email are most commonly used. Two-way radios that can be used throughout the camp property are used among Y staff members including each counselor with each group/cohort of children, camp leadership, and facilities staff. Text messages are also used when needed and appropriate.
- d) Current information about COVID-19 including symptoms, transmission, prevention, and when to seek medical attention that is downloaded by the local Board of Health will be provided to the families on the MetroWest YMCA website, in newsletters, and as paper copies at drop-off. Families will be encouraged to share the information with their children when appropriate.
- e) The MetroWest YMCA policies related to preventing and responding to infection and illness will also be shared with families on the MetroWest YMCA website, in newsletters, and as paper copies at drop-off. When possible, this information will be translated into Spanish and Portuguese, the most common languages other than English spoken by the families enrolled in our camps.

8. Drop-off and Pick-up Procedures

Recreational Camps and Programs must develop safe pickup/drop off procedures to maintain physical distancing and prevent the mixing of campers.

- a) Explain new procedures with parents prior to the first drop-off*
- b) Confirm the pick-up person is the camper's parent, legal guardian or other individual designated in writing to have permission to pick up the camper.*

MetroWest YMCA policy:

The MetroWest YMCA created drop-off and pick-up procedures that comply with recommendations made by the Center for Disease Control and Prevention, and requirements set forth by the State of Massachusetts Department of Early Education and Care in order to minimize contact between families, and ensure camper and staff safety. Parents will be required to keep sick campers at home, arrive within one hour of being contacted by the camp in the event that the child needs to be picked up early, and are encouraged to have the same person drop off and pick up the camper(s) whenever possible.

- a) Families will receive clear guidance on the drop-off and pick-up procedures via email prior to the first day the child is enrolled in camp.

Drop-off Procedure

1. All guardians will have been instructed to conduct a self-screening check at home on themselves and their campers prior to coming to camp daily.
2. All staff conducting intake procedures will use appropriate personal protective equipment (PPE) including a mask, gloves, and face shield if needed.
3. The Y will utilize a rolling drop-off/pick-up procedure for camp in order to limit the chance of co-mingling between families. Campers will be assigned a drop-off location depending on their camp.
4. Guardians are required to wear masks during the drop off and pick up procedures.
5. Upon their arrival, guardians will be asked to keep window rolled up halfway in order to maintain a physical barrier.
6. Intake staff will complete the health screening and 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, extreme fussiness, repeated shaking with chills coughing or shortness of breath.
7. Parents must provide a written attestation daily regarding any household contacts with COVID-19, symptoms, or if they have given their children medicine to lower a fever.
8. Campers and guardians will remain in their vehicles until a Y staff member has cleared them for camp.
9. Once the camper has passed the medical check and are allowed entry, staff will document camper's arrival time in the arrival/departure log.
10. A designated staff member will escort the camper to their assigned group.
11. Screening form, visual inspection checklist and temperature check will be recorded and kept with the health care supervisor.

- b) Children will only be released to their parents/guardians or individuals authorized by their parents. This will be confirmed with a government issued photo id.

Pick-Up Procedure

1. All staff conducting pick-up procedures will use personal protective equipment (PPE) including a mask, gloves, and face shield as appropriate.
2. The Y will utilize a rolling pick up procedure for afternoon camper pick up.
3. Upon their arrival, guardians will be asked to keep window rolled up halfway in order to maintain a physical barrier.
4. Guardians will remain in their vehicle and inform staff which camper they are here to pick up.
5. Staff will confirm guardian's ID and permission to pick up, and then radio campers' group for a staff member to escort the camper to the pick-up station.
6. Staff will document time of pick up in the arrival/departure log.

9. Transportation Plan

A transportation plan for limited camp transportation, if needed, provided that transportation conforms with the guidance in Section 10, Transportation.

The MetroWest YMCA will not be providing any transportation during the 2020 camp season.

10. Contingency Plan for Transportation

Camps must have contingency plans for arranging for transportation for a sick camper, in the case that parents are unable to pick up their children, and for staff, in case they are unable to transport themselves.

MetroWest YMCA policy

If, at any time, a child or staff member requires emergency medical attention, Emergency Medical Services will be called by dialing 911. If a child needs to be transported to the hospital, a MetroWest YMCA employee will accompany the child until a family member or person authorized by the family arrives. Depending on the situation the staff member may: go to the hospital without someone else from the Y, a Y staff member may also accompany the staff member, or the Y will call the emergency contacts provided by the staff member to meet the staff member at the hospital.

At the time of drop-off, parents will be asked to provide the name and contact information for an adult who is authorized to pick-up their child and is available to arrive at the camp location within 60 minutes of the call. In the event that a parent is unable to come and pick up a sick child, the adults authorized by the parents to pick-up the child would be contacted. In the event that a child has not been picked up and not contact has been established between the MetroWest YMCA and the child's parents or other adults authorized to pick-up the child an hour after the camp has closed for the day, the Y will contact the Department of Children and Families for additional guidance.

In the event of a staff member becoming ill or unable to transport themselves, either the staff member will arrange alternative transportation or the Y will call the emergency contacts provided by the staff member to coordinate transportation.

11. Additional COVID-19 Policies and Procedures

Healthy Hygiene and Personal Protective Equipment (PPE)

Policy

The MetroWest YMCA will follow recommended CDC guidelines put forth regarding the importance of healthy hygiene habits, proper handwashing and use of PPE during a pandemic outbreak in order to prevent and minimize the spread of infection, as well as the requirements set forth by the MA Department of Public Health and Department of Early Education and Care.

Procedure

- Signage depicting proper handwashing, hygienic ways of coughing and sneezing, and proper use of PPE shall be placed in all restrooms, dining areas, near sinks, and other highly visible areas in order to promote education on healthy hygiene practices.
- Staff will be trained on how to demonstrate these practices in an age appropriate manner to the campers they are working with.
- Handwashing stations with soap, water, and disposable paper towels shall be placed throughout the campus to minimize the need for campers to travel to the restrooms to wash hands. These handwashing stations will be cleaned according to the cleaning schedule.
- Staff and campers should wash hands with soap and water (scrubbing with soap for at least 20 seconds) regularly and promote handwashing especially at key times:
 - Upon entry into and exit from program space
 - Going inside after outside activities
 - Before and after using a shared object (though sharing of items should be discouraged)
 - Before handling or preparing food in cooking activities
 - Before and after eating food
 - Before and after treating a cut or wound
 - Before and after change of gloves
 - After using the restroom
 - After blowing nose, coughing, or sneezing
 - After touching or cleaning surfaces that may be contaminated
 - After touching garbage
 - After contact with facemask or cloth face covering
 - After group activities
 - Staff – after assisting children who need it with handwashing
- Staff will carry small bottles of hand sanitizer with them during group time to be used when soap and water is not readily available (hiking, field activities)
- Hand sanitizing dispensers will be placed at all building entrances and everyone will be required to use hand sanitizer containing alcohol-based hand sanitizer with at least 60% alcohol upon entry of buildings. Signage will be positioned on doors outlining this.
- Face coverings must be worn by all staff and guardians during drop-off and pick-up procedures.
- Face coverings must be worn by all staff and whenever 6 feet of social distancing is not possible.
- Campers will be required to provide their own supply of face coverings, or one that is reusable and washable (these reusable masks should be washed daily).
- Campers are strongly encouraged wear masks where appropriate when social distancing is not possible.

- Face coverings and gloves will be worn by staff; handling food, performing first aid, conducting drop-off and pick-up procedures, performing cleaning/sanitizing tasks, and staff in close proximity to campers (working with younger campers who need to hand hold, or require assistance with tasks i.e. sunscreen)
- Staff will be frequently reminded not to touch their face, and to remind the campers to do the same.

Social Distancing

- In order to maintain social distancing requirements to prevent the spread of COVID-19, campers will be required to maintain 6 feet of distance between each other whenever possible.
- Masks will be required to be worn anytime individuals are not able to maintain this distance. Care has been taken to set up the Family Outdoor Center campus and position groups' (cohorts) base of operations in areas to be able to stay separate.
- The same staff member will be assigned to the same group of children each day for the duration of the program session. Staff who are called in to replace an absent staff will only work with the same group of campers. Camp staff will not float between groups except in regards to specialty instruction including; archery, use of the ropes course, and boating. For these activities, instructor staff will facilitate while maintaining social distance and the group's main staff member will provide further assistance if needed.
- Staff will limit their contact amongst each other unless they are in the same cohort and staff meetings will be conducted outside with plenty of space for social distancing, or virtually.
- Group activities will take place outside as often as possible and within the same area unless attending a specialty activity.
- Groups will maintain group contact logs to track which areas groups are utilizing and any instances of contact with staff or child from another group in order to facilitate contact tracing if needed due to exposure.