

# COVID-19 Preparedness Plan for Hallett Center of Crosby Kidz Kamp – Youth Day Camp

The Hallett Center of Crosby (HCC) is committed to providing a safe and healthy environment for all workers and participants. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All associates are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our center, and that requires full cooperation among workers, management and participants. Only through this cooperative effort can we establish and maintain a safe and healthy space for the Hallett Center’s users and workers.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) guidelines, Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- housekeeping – cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for participants

Through the Kidz Kamp participant packet, participants and their guardians have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess participants’ health status prior to entering the program each day and for participants to report when they are sick or experiencing symptoms.

### TEMPERATURE SCREENING

All program participants will have their body temperature taken prior to the start of each day and again at lunch break.

Use forehead thermometer to take temperature

- If temperature is above 100.4 °F, a guardian will be informed and asked to pick up the child immediately
- The participant will isolate until picked up and will be encouraged to go home and get appropriate medical care
- The participant will be allowed to return once they are symptom-free without the aid of any fever-reducing medicine, a doctor’s note may be required

### MASKS

Masks will be worn by all HCC associates upon entering the building and for the entirety of their shift. It is recommended that participants wear masks.

July 23, 2020

Per Executive Order 20-81, beginning on Friday, July 24, 2020 at 11:59 p.m., Minnesotans must wear a face covering in indoor businesses and indoor public settings.

Program participants present indoors may temporarily remove face coverings in the following situations, provided that social distancing is maintained to the extent possible:

- when engaged in physical activity or sporting events where the level of exertion makes wearing a face covering difficult or impracticable.
- When eating or drinking.

## **REPORTING**

Participants are asked to stay at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. HCC asks that participants inform the camp coordinator if they are experiencing symptoms or have been exposed to a person with COVID-19.

## **CONFIRMED CASE**

If HCC is informed of a confirmed positive COVID-19 case of one of our staff, members or program participants:

- Disinfecting must be performed as soon after the confirmation of a positive test as practical.
- The business may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
- CDC protocols can be found online at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> and <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All program participants are to wash their hands immediately upon entering the facility, prior to any mealtimes and after using the toilet. The Hallett Center will have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## **Respiratory etiquette: Cover your cough or sneeze**

Workers and participants are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory

etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and participants.

Program staff are required to wear a mask.

## **Social distancing**

Social distancing is being implemented throughout the space following engineering and administrative controls. Participants will be divided into groups no larger than nine participants and one worker. Groups will be assigned to a section of the facility and social distancing protocols of maintaining a 3-foot radius around each program staff member and participant, resulting in a six-foot total distance between any two people will be implemented whenever possible. Program staff are responsible for instructing program participants on proper distancing practices. If social distancing cannot be adhered to during an activity, program staff will cancel the activity. Signage will be posted, physical markings will designate spacing and workers will be giving verbal instructions for each of the activities. Participant pickup and drop off will happen at a side door and guardians are not to come into the building.

Every effort will be made by program staff to refrain from intermixing pods. If program staff determine that intermixing is of pods is absolutely necessary, program staff will be responsible for keeping records of all staff, volunteers, and participants that intermix.

Outdoor activities will be promoted and held outdoors whenever possible. Program staff will encourage program participants to spread out. For games, sports and activities that are part of the program, staff will be responsible for keeping all “play” and/or interaction between participants contactless.

## **Housekeeping**

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of shared surfaces and toys. All community supplies will be cleaned and disinfected by program staff frequently. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as tables, bleachers, toys and door handles at least three times daily. Cleaning will be conducted by both workers and participants between uses by different groups. HCC will provide cleaning supplies and written instructions to workers in the Kidz Kamp staff binder.

Personal items are to remain separated and not shared. Sharing of food, drinks, and clothing is not permitted. Program staff will remind participants about the importance of not sharing food or drinks. Program staff and participants are expected to bring their own water bottles. Sharing water bottles is prohibited, the bottle filler will be available, the drinking fountain will not.

## **Communications and training**

This Preparedness Plan will be communicated to all camp workers and the necessary training will be provided before the first day of camp. Additional communication and training will be ongoing through verbal and written

communication and provided to all workers who did not receive the initial training. The Hallett Center of Crosby's full Preparedness Plan will be available at the service desk. Managers are to monitor how effective the program has been implemented by the end of the first week of camp. Management and workers are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by the City of Crosby City Council and will be on file in the Kidz Kamp staff binder. It will be updated as necessary.

Written by:

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