



# TOWN COUNCIL – AGENDA REQUEST FORM

THIS FORM WILL BECOME PART OF THE BACKGROUND INFORMATION USED BY THE COUNCIL AND PUBLIC

Please submit Agenda Request Form, **including back up information, 8 days prior** to the requested meeting date. **Public Hearing requests must be submitted 20 days prior to requested meeting date to meet publication deadlines** (exceptions may be authorized by the Town Manager, Chairman/Vice Chair).

## MEETING INFORMATION

Date Submitted: June 1, 2020

Date of Meeting: June 11, 2020

Submitted by: Town Manager Eileen Cabanel

Department:

Time Required: 20 minutes

Speakers:

Background Info. Supplied: Yes:  No:

## CATEGORY OF BUSINESS (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Appointment:	<input type="checkbox"/>	Recognition/Resignation/Retirement:	<input type="checkbox"/>
<b>Public Hearing:</b>	<input type="checkbox"/>	Old Business:	<input checked="" type="checkbox"/>
New Business:	<input type="checkbox"/>	Consent Agenda:	<input type="checkbox"/>
Nonpublic:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

## TITLE OF ITEM

Discussion of Town Emergency Order

## DESCRIPTION OF ITEM

Town Council to discuss the Town Emergency Order that is currently in place.

## REFERENCE (IF KNOWN)

RSA:	Warrant Article:
Charter Article:	Town Meeting:
Other:	N/A

## EQUIPMENT REQUIRED (PLEASE PLACE AN "X" IN THE APPROPRIATE BOX)

Projector:	<input type="checkbox"/>	Grant Requirements:	<input type="checkbox"/>
Easel:	<input type="checkbox"/>	Joint Meeting:	<input type="checkbox"/>
Special Seating:	<input type="checkbox"/>	Other:	<input type="checkbox"/>
Laptop:	<input type="checkbox"/>	None:	<input type="checkbox"/>

## CONTACT INFORMATION

Name:	<u>Eileen Cabanel</u>	Address	<u>6 Baboosic Lake Road</u>
Phone Number	<u>424-2331</u>	Email Address	<u>ecabanel@merrimacknh.gov</u>

## APPROVAL

Town Manager: Yes  No:  Chair/Vice Chair: Yes  No:

Hold for Meeting Date: \_\_\_\_\_

# FARMERS MARKET



## MERRIMACK FARMERS' MARKET RESPONSE TO COVID-19

Pursuant to the State of New Hampshire's to Emergency Order #17, farmers markets are classified as essential services. We take this classification very seriously.

We shall employ best practices to reduce exposure and keep our community safe, while at the same time continuing to provide community access to locally sourced food and goods.

Given the information that we currently have, the following procedures will be implemented at the Merrimack Farmers' Market.

- **Masks will be required at the Merrimack Farmers' Market by everyone.**
- **Hand sanitizer will be available for patrons.**
- **Only vendors will be allowed to touch goods in booths.**
- **The layout of the market pop up tents will be expanded.**
- **The market will one entrance and one exit.**
- **We will limit the number of people in the market to a maximum of 10 people with social distancing required.**
- **The market will feature signage to educate community members about safe engagement at the market.**
- **CSA pickup is available.**
- **One person per household will be allowed to shop, rather than bringing the whole family while maintaining the 6-foot rule between customers and vendors.**
- **Absolutely no sampling or touching of products will be allowed.**
- **Social distancing will take place at the market and shoppers must respect posted policies at vendor booths.**

For questions regarding the 2020 Merrimack Farmers' Market season, please Bob McCabe, Market Manager and Chairman of the Merrimack Agricultural Commission, at [bobmccabe@comcast.net](mailto:bobmccabe@comcast.net). We have completed the best management practices for farmers' markets provided by the UNH extension education and we feel we are prepared to hold the market complying with the safety procedures outlined in that course of study.

We expect the following expenditures in order to open the market:

- Hand sanitizer
- Hand sanitizer refill bottles
- Safety masks

- Safety gloves
- Entrance and exit signage
- Caution tape, roping and safety cones necessary to complete social distancing walkways

We anticipate the total cost of these items to be \$2,500.00. We are asking the Town of Merrimack to provide these materials so that the town-sponsored farmers' market can open safely on its anticipated June 10<sup>th</sup> opening.

Cordially,

Bob McCabe, Market Manager  
Chairman of the Merrimack Agricultural Commission

4<sup>th</sup> of July

(and Community Events)



# TOWN OF MERRIMACK

PARKS AND RECREATION DEPARTMENT

116 NATICOOK ROAD

Merrimack, New Hampshire 03054

Telephone (603) 882-1046

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## MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: June 3, 2020

SUBJECT: Community Events related to COVID-19

### **Community Events:**

The Governor has not yet issued any guidance pertaining to large scale community gatherings. In his press conference on Wednesday, June 3<sup>rd</sup> a reporter asked the Governor about large scale events and whether the current limit of no more than 10 people would be lifted in the near future. The Governor's response was that he was hoping to end the Stay at Home Order around June 15<sup>th</sup> and that he might have additional information at that time on whether larger groups should be permitted to gather.

### **4<sup>th</sup> of July:**

The Town Council has already cancelled the 4<sup>th</sup> of July Parade, but still have the Fireworks Display on the books at this time.

For the 4<sup>th</sup> of July Fireworks; we have talked to Atlas Pyrotechnics about the show and Paul Micali asked me to find out what it would cost to get a better show that would also shoot the fireworks higher in the sky so that people don't all have to congregate in front of the High School. Atlas Pyrotechnics wants to work with us and said that if we increased our budget by \$5,000 we should be able to accomplish that goal.

On Thursday, June 4<sup>th</sup>; the City of Manchester and the City of Nashua both announced that they would be cancelling their 4<sup>th</sup> of July Fireworks Displays. The Town of Amherst has also previously announced the cancellation of their 4<sup>th</sup> of July festivities. The concern is that if Merrimack is the only community in the area that is offering fireworks, that we will see a large influx of non-residents to our display.

If fireworks are held; I would recommend that we do not put any amenities down at the High School so there would not be any food trucks, bathrooms, music, etc. We should promote watching the fireworks from their vehicles and while wearing masks.

### **Summer Concerts & Summer Movies in the Park:**

For the Summer Concerts and Movie Nights in the Park, we are hoping to arrange a drive in type experience where participants watch the show from their vehicles and cars are parked in every other space in the parking lot. The Governor has issued guidance on Drive In Movies which we would follow. We have reached out the School District to see if they might allow us to use the High School parking lot to do this. They are looking at doing some work in their parking lot this summer, but do not know what their schedule is yet.

I am hoping that when the Governor issues an update to the Stay At Home Order around June 15<sup>th</sup>, we will get some further clarification. If he increases the size of groups permitted we might be able to go back to our original plans but implement attendance restrictions and create assigned spaces within the park for people to sit.

# STAY AT HOME 2.0

## DRIVE IN MOVIE THEATERS

### **Safeguarding Guidance:**

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses and individuals during the coronavirus disease 2019 (COVID-19) pandemic. This industry-specific guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

The intent of these recommendations is to reduce transmission of COVID-19 among employees and customers; support healthy business operations; and maintain a healthy work environment.

In addition to strict adherence to [U.S. Centers for Disease Control and Prevention \(CDC\)](#), [Equal Employment Opportunity Commission \(EEOC\)](#) and [Occupational Safety and Health Administration \(OSHA\)](#) guidance, and [US Food and Drug Administration \(FDA\)](#), the State of New Hampshire recommends policies and procedures to protect consumers and employees.

Effective May 11, 2020, drive-in movie theaters may resume operations if they operate in accordance with the following guidelines.

### **Employee Protection:**

1. Employees who are sick or not feeling well must stay home. All employees must report any onset of illness during working hours to supervisor.
2. Maintain six feet social distancing between workers and between customers.
3. Employees must wear cloth face coverings especially where other social distancing measures are difficult to maintain [recommended by the CDC](#).
4. Employers must provide sanitizing stations such as hand washing sinks with soap and bottles of hand sanitizer.
5. Provide regular updates and training for employees about personal COVID-19 mitigation based on CDC guidelines.

### **Consumer Protection:**

1. Patrons must maintain proper social distancing, staying in or immediately around their cars.
2. Cashiers and customer services representatives must wear a cloth face covering.
3. Premises must be frequently cleaned and disinfected, especially high-touch surfaces.
4. Restrooms must be supplemented by a limited number of portable toilets to eliminate the need for patrons to wait on line for the restrooms and to promote social distancing.



# STAY AT HOME 2.0

## DRIVE IN MOVIE THEATERS

### Business Process Adaptations:

1. Minimum 10-foot spacing between cars must be maintained.
2. Any food available onsite must be pickup only and taken back to vehicles for consumption. Social distancing must be maintained between patrons.
3. Touchless transactions should be made available, as feasible.



UPDATED MAY 1, 2020



# TOWN PARKS



# TOWN OF MERRIMACK

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## MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: June 4, 2020

SUBJECT: Wasserman Park Facility Recommendations related to COVID-19

According to the American Red Cross and the CDC, there is currently no evidence to suggest that COVID-19 is spread person to person via the water. The Governor has allowed all inland beaches to open and has permitted the following activities at those beaches:

- Walking/running; swimming;
- Sitting, playing, and sunbathing as long as social distancing is maintained.
- Group activities will not be allowed.

It has been warm out for several weeks now and I do not see any reason to close the beach at this time. There really isn't any way to close our beach unless you were to close all of Wasserman Park. If you were to do that it would affect the Dog Park, Tennis Courts and walking trails which have been opened throughout the duration of the pandemic.

We typically see about 100 people over the course of an 8 hour day on the weekends; and so it does not typically get very crowded. The sand itself is full of tree roots so most people don't lay on the beach anyway, they tend to spread out on the lawn or on one of the picnic tables which are already spread out throughout the waterfront area. Our picnic tables are already spread out and are cemented to the group so that they cannot be moved around.

Our seasonal Park Attendant started working weekends on June 6<sup>th</sup> and will be there on weekends until Labor Day (weather permitting). She will be able to help to enforce the Merrimack residency compared to if we left beach was unstaffed. She will be able to assist with frequent cleaning of the 1 Porta Potty that is located at the beach and of the picnic tables near the waterfront as people leave along with keeping the area clean of trash. This attendant has a Police Department portable radio and so she can call Dispatch quickly if a problem were to develop.

I have attached a copy of the Governor's Guidance for State Parks which provides the relevant guidance for us to operate under.

# STAY AT HOME 2.0

STATE PARKS

- h. No bus groups shall be allowed until further notice.
  - i. Food & Beverage Operations shall be Grab n' Go format only.
  - j. Limit/discourage cash transactions; encourage touchless transactions.
  - k. Seating must be provided outdoors only with tables spread so seating is more than 6 feet apart.
9. Inland Beaches Guidelines:
- a. Limit occupancy - the capacity of each beach must be determined under social distancing guidelines to prevent overcrowding.
  - b. Picnic tables must be spread out 10 feet apart to maintain social distancing.
  - c. Visitors must reserve a picnic table online.
  - d. The following beach activities are permitted: Walking/running; swimming; sitting, playing, and sunbathing as long as social distancing is maintained.
    - i. Group activities will not be allowed. Violators will be asked to leave the beach.
  - e. Lifeguards on duty, where feasible, under guidance from US Lifeguarding Association Guidelines
  - f. Inland Beach Restrooms
    - i. Implement single use family bathrooms when able
    - ii. Limit occupancy to group restroom facilities
    - iii. Make portable toilets available
10. Public ocean beaches must remain CLOSED.
11. Off-highway Recreational Vehicle (OHRV) Motorized Trails Guidelines
- a. Properties to be opened and restroom and parking facilities information:
    - i. Only trails on DNCR state reservations will be opened (350 miles, list below);
    - ii. Hopkinton-Everett Riding Area (to open May 23-Army Corp license to DNCR)
      - 1. No restroom facilities
      - 2. Main parking lot capacity (40 vehicles)
  - b. Hillsborough Recreational Rail Trail (to open May 23, DNCR property)
    - i. No restroom facilities
    - ii. Hillsborough Fish & Game Club parking lot (10 vehicles)
  - c. Pisgah State Park (to open May 23, DNCR property)
    - i. No restroom facilities
    - ii. Rte. 119 parking lot in (15 vehicles)
  - d. Jericho Mountain State Park (to open May 23- DNCR property)
    - i. Toilet facilities open: Pit toilet at scenic Warming Hut overlook (1) and Jericho Lake overlook (1); pit toilets in campground (3) and flush toilets Visitor Center entrance (2).



# Athletic Fields



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## MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: June 4, 2020

SUBJECT: Athletic Facility Recommendations related to COVID-19

### **Athletic Fields**

The Governor issued guidance on May 18<sup>th</sup> pertaining to amateur and youth sports which I have attached to this memo. On page 3 of this document, it says that sporting events are limited to small group or team based training activities. Training sessions must be non-contact with focus on skills and drills while maintaining social distancing. Group sizes remain limited to 10 total people or less and players must bring their own equipment.

I have had several of our field user's contact me looking to start practicing. The guidance document does provide for this option and I feel that if they think they can meet the guidelines; then we could allow practices at this time. It would be up to the leagues to police themselves as there is no way for us to know if they are following the rules or not.

I would recommend that we should allow our athletic fields to open for families and for small groups of up to 10 people provided each person provides their own equipment which is not shared with anyone outside of their own family. Sports groups will be provided the guidance document and training of all of the specific requirements that will need to be in place to have a scheduled practice.

### **Volleyball & Tennis Court:**

I would recommend that the Town of Merrimack keep both the beach volleyball and the basketball courts closed at this time based upon the Governor's Guidance documents which says the following:

- On page 1 it says no competition or contact sport activities will be allowed.
- On page 2 it says Athletes and staff must maintain at least 6 feet apart from others at all times.
- On page 3 it says that athletes cannot share equipment. In both volleyball and basketball, the players would all be touching the same ball frequently.

These courts should remain closed until the Governor provides new guidance.

If we are going to start allowing this activity, we will need to put up additional signage about what is and isn't permitted at each location.

# STAY AT HOME 2.0

## AMATEUR AND YOUTH SPORTS

### Amateur and Youth Sports: Phase 1

Amateur and youth sports (including for-profit and non-profit athletics leagues and organizations) will be allowed to conduct limited outdoor small group/team training classes and sessions. No competition or contact sports activities will be allowed. Youth athletic camps shall be considered under separate guidance.

### General Guidance to Protect All Staff and Athletes:

1. Review and follow the [Universal Guidelines](#) for All New Hampshire Employers and Employees.
2. Review and follow CDC [guidance for cleaning and disinfection](#).
3. All staff, volunteers, and athletes should bring to sporting events and wear, reusable/washable cloth face coverings over their nose and mouth when around others and not actively engaged in athletics and when social distancing is not possible.
  - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. Review the NH DHHS information about [using cloth face coverings](#).
  - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
4. Parents/guardians of minors attending a sporting event should be asked to wear cloth face coverings while around other attendees, staff and athletes when social distancing is not possible.
5. Alcohol-based hand sanitizer with at least 60% alcohol must be readily made available to staff and athletes and kept with staff and equipment at all times. Frequent hand hygiene should be required including, but not limited to, hand hygiene upon arrival, before and after meals or snacks, before and after going to the bathroom, before and after touching a person's face or face covering, and prior to leaving the event.
6. Commonly touched surfaces and areas should be frequently cleaned and disinfected according to [CDC guidance](#) at the end of each event. Shared equipment must be cleaned and disinfected between use.
7. Staff, athletes, volunteers, and other attendees should be reminded to maintain a distance of at least 6 feet from others.
8. Assign a dedicated staff member (i.e., a safety officer) to be monitor social distancing and compliance with protective actions, and to prompt other staff and athletes about social distancing, hand hygiene, and use of cloth face coverings



# STAY AT HOME 2.0

## AMATEUR AND YOUTH SPORTS

### Employee, Volunteer, and Athlete Protection:

1. Athletes and staff (including administrative, coaches, trainers or officials) must be provided education and training around safe practices as it relates to hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the [Universal Guidelines](#) and in this document.
2. Athletes and staff must maintain at least 6 feet apart from others at all times.
3. Require all staff and athletes to report any symptoms of COVID-19 or close contact to a person with COVID-19 to a coach. Staff and athletes should not attend events if they feel sick.
4. Staff and athletes should be screened on arrival to each sporting event by asking if the individual:
  - a. Has any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - b. Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - c. Traveled in the past 14 days either:
    - i. Internationally (outside the U.S.),
    - ii. By cruise ship, or
    - iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
5. Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the sporting event:
  - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
  - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
6. Person(s) with suspect or confirmed COVID-19 must stay home until symptom-based criteria are met for [discontinuation of isolation](#):
  - a. At least 10 days have passed since symptoms first appeared  
**AND**
  - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
7. Staff and other volunteers should not transport any athletes that are not immediate family members. In the event, that this becomes necessary, all parties must wear cloth face coverings and space out seating to maintain maximal distance from each other.
8. During training sessions/practices, parents and other spectators are encouraged to remain in their cars in a designated parking area. However, when/if watching from



# STAY AT HOME 2.0

## AMATEUR AND YOUTH SPORTS

the sidelines or are outside cars in the parking area, they should maintain safe social distance from others.

9. Locker rooms remain closed and not utilized. Athletes and staff should arrive to the sporting event already dressed and prepared to participate.

### Business Process Adaptations:

1. Sporting events will be limited to small group or team-based training activities. No competition sporting events or contact sports are allowed.
2. Training sessions must be non-contact with focus on skills and drills that can be developed while maintaining physical distancing.
3. Group size is to be limited to 10 total people or less (example: 9 athletes and 1 staff/coach).
4. Multiple groups are allowed to practice in one large area/field as long as the separate groups do not mix or interact in any way (e.g., no floating of coaching or support staff, and no interaction between athletes of different training groups).
5. All training sessions and classes must take place outdoors.
6. Training sessions should be planned and implemented to maintain the minimum of 6 feet of distance between all participants and coaches. In circumstances where closer contact for brief periods of time is necessary, staff and athletes must wear cloth face coverings as discussed above.
7. Staff and athletes shall remain in the team's home state. No teams/groups/athletes from other states are allowed at the sports training events in New Hampshire.
8. Players shall bring their own equipment and not share their personal equipment with other players. Shared training equipment provided by the coaches must be cleaned and disinfected according to [CDC guidance](#) after every use between athletes.
9. Coaches will carry hand sanitizer with team equipment. Players should carry hand sanitizer in personal equipment bag.
10. Adequate breaks for water and sanitization should be provided and are encouraged to occur between changes in training activities.
11. Athletes should bring their own water bottles. No sharing or common use water bottles or drinking stations.
12. Equipment bags/backpacks of athletes should be placed 6-feet apart. Athletes should not touch other players' bags, equipment or water bottles.
13. Participants should not use bench or dugout areas for storage of personal equipment. Centralized areas for congregating, such as benches and dugouts, should be avoided.
14. An isolation area shall be identified and communicated to all participants at the beginning of every training session for participants that develop symptoms during the activity.
15. All mouth-based activities often encountered with sporting events shall not be allowed. This includes but is not limited to: spitting, chewing gum, licking fingers, and chewing/spitting sunflower seeds.
16. Coaches shall bring trash bags to sessions and remove all garbage following each session.





# STAY AT HOME 2.0

AMATEUR AND YOUTH SPORTS

17. Organizations shall require players' parents/guardians to sign usual participation waivers outlining the additional risks due to COVID-19 associated with the activity.



UPDATED MAY 18, 2020

# Skateboard Park



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## MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: June 4, 2020

SUBJECT: Skatepark Board Recommendations related to COVID-19

The Governor has not issued any guidance yet pertaining to skateboard parks. Skateboarding is largely a single person activity and they do not generally share equipment. As long as we continue to encourage social distancing, I feel that it is ok to open the Skateboard Park at this time.

The following NH communities have opened their skateboard parks at this time: (as of 6/3/20)

- City of Nashua
- Town of Milford
- Town of Londonderry
- Town of Peterborough
- Town of Exeter
- Town of Newmarket

The following skateboard parks in southern NH are still closed at this time:

- Town of Candia
- Town of Bedford

If we start seeing problems with users not following the rules; we can always close the facility again if the situation warrants it.

# Playgrounds



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## MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: June 3, 2020

SUBJECT: Playground Recommendations related to COVID-19

### **Playgrounds:**

While many outdoor areas do not require additional disinfection measures, playgrounds and park equipment that is frequently touched by multiple people and easily becomes crowded poses another challenge when considering reopening.

Some of the concerns include:

- They are often crowded and could easily exceed recommended guidance for gatherings.
- It can be challenging to keep surfaces clean and disinfected. The CDC has said that communities should not spray disinfectant on outdoor playgrounds — it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) are not recommended.
- Although new guidance suggests that it is not the main way the virus is spreading, it is still possible that the virus can spread when young children touch contaminated equipment and then touch their unwashed hands to their eyes, nose or mouth.
- In Governor Sununu's guidance for State Park; he expressly directed that playgrounds within State Parks remain closed at this time.

Based on this information, I would recommend that all playgrounds should remain closed until further notice.

# STAY AT HOME 2.0

## STATE PARKS

5. Touchless transactions should be made available, as feasible.
6. Parks must provide for cash payments in their reservation system, if feasible.
7. Premises must be frequently cleaned and disinfected, especially high-touch surfaces.
8. Visitors must be asked to:
  - a. remain home if experiencing symptoms of COVID-19; and
  - b. keep a safe distance of at least 6 feet from other people visiting the park/campground at all times; and
  - c. wear a cloth face covering over mouth and nose to protect others when in locations where other consumers might be present (e.g. bathroom facilities)
9. Parks must refund the entire amount of the reservation, minus the reservation fee, and waive the \$15 fee for campground cancellations within 5 day or less if the visitor and members of their party cancel due to illness.

### **Business Process Adaptations:**

1. **Playgrounds and boat rentals must be closed.**
2. Parks must either remove picnic tables or develop a process for cleaning and disinfecting.
3. Water bubblers and fountains must be turned off.
4. Parks must use no-touch trash cans without lids to open.
5. Handling of cash and credit/debit cards must be limited and online sales must be utilized wherever possible.
6. All surfaces in restrooms, pit toilets, and portable toilets must be regularly cleaned and disinfected.
7. Campsites must be cleaned and hard surfaces must be disinfected after use.
8. Flume Gorge Guidelines:
  - a. Online advance ticketing only; limit 4-6 transactions; limit to 6 people
  - b. Maximum of 10-20 transactions sold for each one hour time period to limit occupancy
    - i. Must have ticket to enter visitor center
    - ii. Check-in via tablet
    - iii. 6 ft. + delineations in line
    - iv. Visitor Flow
  - c. Visitors must exit building to hike trail through one turnstile and return through a separate turnstile.
  - d. Visitors must exit and return to hiking trail through separate doors that remain open.
  - e. All indoor seating must be removed. Any outdoor seating should be separated by at least 6 feet of distance.
  - f. Most or all exhibits should not be on on display for the remainder of the year to reduce congregating.
  - g. No shuttle bus service shall be available until further notice.



# Naticook Day Camp



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### MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: June 4, 2020

SUBJECT: Summer Camp Recommendations

Summer Camp registration opened up this year and by early March we already had more than 800 registrations for Camp and we were on pace to be well over 1200 registrations. As we have gotten closer to the summer; we have seen a 44% withdrawal of camp registration from where we were back in March.

The Day Camp guidelines were issued by Governor Sununu on May 29<sup>th</sup> and while there two areas of concern; we do feel that we can meet and exceed the guidelines and operate safely this summer.

Campers will be assigned to small cohort groups which will be isolated from all other groups throughout the daily activities and so there will not be any all-camp activities. Campers will enter into their assigned groups upon arrival and remain in them throughout the day.

Activities would be held outside as much as possible except for when it is raining heavily or for when it is not practical to be outside such as Arts & crafts. Campers and Staff members will wear masks whenever in close quarters with other children; anytime they are inside or anytime social distancing cannot be observed. Each group would have one building to themselves to operate out of as a home base to leave their backpacks, use the restrooms or have arts & crafts. Each group will have their own supplies which will not be shared with any other group in the camp.

The following municipalities have announced that they will be running Camp this summer:

- Antrim Recreation
- Bristol / Tapply Thompson Recreation Center
- Hanover Recreation
- Jaffrey Recreation
- Keene Recreation
- Newport Recreation
- Pelham Recreation
- Plymouth Recreation
- Sandown Recreation

The following private Day Camps in the area have announced that they are opening this summer.

- Camp Sargent/ Merrimack YMCA
- Boys & Girls Club of Manchester
- Melody Pines Day Camp, Manchester



**There are two areas of concern that I currently have:**

**Concern #1: Children Wearing Masks**

Item #3 on the guidance document says that it is not recommended that children under 2 wear a mask. But then when you turn the page to item # 4, it says that "older children who are able to be compliant with cloth face coverings should be asked to wear them over their nose & mouth when they are in close proximity to other staff and children when social distancing is not possible."

The guidance language specifically does not define what an older child is? We have reached out to the Department of Public Health and they told us that it is up to us to define the age. In talking to other Day Camps; there is no consistency as to what number we should use. Some camps are setting a specific age and other camps are making it entirely optional. In talking to my Camp Medical staff member; his recommendation was that we should be using ages 8 and up.

I do have serious concerns about getting kids to wear masks to begin with; but if it's 90 degrees out and they need to be wearing a mask; there is a risk of heat related illnesses and dehydration. Secondly, some kids are better with masks than others are and how do you address that. My own 7 & 8 year old constantly rebel about it but I also know some 4 year olds that are fine with it.

If we set an age and someone doesn't comply; we would have to kick that child out of camp for failing to comply. We would tell parents in advance with whatever we decide is appropriate, but I know that there will be some parents who will be concerned that everyone should be wearing a mask all the time and other parents won't want their kids wearing them at all.

**Concern #2: Financial Concerns**

Based upon the staffing guidelines, we will need to have the same number of staff we would have in a typical summer, but only be able to accept half as many campers. We are able to meet the current staffing requirements, but based on our current enrollment numbers, we are facing a significant financial challenge to operating this summer due to the number of campers who have withdrawn. We are currently averaging 65 campers per week. We have reduced hours for some staff positions resulting in some savings, because we still need a set number of staff to meet the guidelines. If our enrollment numbers increase then we can look at potentially restoring some of those hours.

As you will see in the attached document; with 65 campers per week, we would be potentially looking at a loss of \$14,459.04 on the direct operating expenses of the camp program. Based upon our current staffing level, we could accept up to 94 kids per week. We do feel that camp is important service to provide Merrimack families with. Children have been cooped up at home for the last 3 months with no direct social interaction with their friends and as the economy continues to reopen, parents need us even more for childcare so that they can go back to work.

The Camp was originally scheduled to open on June 22<sup>nd</sup> and while the Governor's orders do permit camps to open on that date; I need 4 full weeks to gear up to have Camp ready to open. We need to time to let parents know what all of the new policies and procedures are going to be; we need to send out invoices, collect missing camper medical forms, get all of our staff on payroll, and then get staff trained to be ready for the summer. **Based on the amount of time that takes; the earliest that we can open at this point would be Monday, July 13<sup>th</sup> giving us a total of 6 weeks this summer.**

YMCA Camp Sargent has announced that they are opening on June 22<sup>nd</sup> and are accepting 225 campers per week, but they also told me that they are almost full at this point. If Naticook Day Camp does not open this summer; then we would leave 130 Merrimack families without any childcare options this summer.

On the following pages you will find a summary of the major areas of camp and how we plan to address each aspect of the guidelines.

NATICOOK DAY CAMP  
 COVID-19 BUDGET  
 6 WEEKS OF CAMP (JULY 13TH - AUGUST 21ST)

<b>65 KIDS EACH WEEK SPLIT INTO 8 GROUPS (BASED ON CURRENT ENROLLMENT)</b>			
Camp Director - 8 hours/day x 35 days	280	18.73	5,244
Assistant Director- 8 hours/day x 35 days	280	13.14	3,679
Camp EMT A - B - 8 hrs/day x 35 days	280	19.00	5,320
Kitchen Manager/Cook - 8 hrs/day x 32 days	256	13.80	3,533
Kitchen Help/Cooks Assistant - 8 hrs/day x 32 days	256	11.42	2,924
Waterfront Director-hrs divided between town & camp - 4 hrs/day x 33 days	132	14.26	1,882
Lifeguard - 8 hrs / day x 32 days x 1 employees	256	11.22	2,872
WSI's for camp swim lesson- 8 hrs/day x 32 days X 2 employees	512	12.24	6,267
Teen Coordinator - 8 hrs / day x 32 days	256	11.00	2,816
Senior Counselors- 6 hrs/days x 32 days x 14 employees	2,688	9.18	24,676
Junior Counselors -6 hrs/day x 32 days x 8 employees	1,536	8.00	12,288
1:1 Aides - 8 hrs/ day x 32 days x 2 employees	512	12.26	6,277
Activity Specialists -8 hrs / days x 32 days x 2 employees	512	10.47	5,361
Seasonal Park Maintainer - 8 hrs/ day x 35 Days	280	14.00	3,920
<b>Total wages</b>			<b>87,059</b>
Social security	87,059.04	0.0765	6,660.00
Workers compensation	87,059.04	0.0256	2,229.00
Unemployment compensation	87,059.04	0.0034	296.00
Operating supplies - Food, Cleaning Supplies, Sanitizer			6,750.00
Program Supplies (Sports equipment, Arts & Craft Supplies, Waterfront Equipment, etc)			3,000.00
Medical Supplies			1,000.00
Back ground checks (40x \$25.00 each)			1,000.00
Uniforms			750.00
Dues & fees - state permit, ACA Annual Dues			1,780.00
Sibling Discount			1,875.00
Credit Card Transaction Fees			1,500.00
Advertising/Marketing			300.00
Rec Desk - Registration Software Allocation			2,448.00
<b>Total Expenses</b>			<b>116,647.04</b>
<b>REVENUE ESTIMATES</b>			
<b>395 total campers x \$225 (65 campers per week average)</b>			<b>88,875.00</b>
<b>Est Revenue from Extended Care Participants</b>			<b>13,313.00</b>
<b>Total Revenues</b>			<b>102,188.00</b>
<b>CURRENT REVENUE SHORTFALL</b>			<b>(14,459.04)</b>
<p>Based on our current enrollment numbers; we have reduced Camp Counselor hours from 8 hours a day down to 6 hours per day. Even if we accept everyone off of our waitlist, we we would need to average 87 campers per week in order to break even. Based on the state guidelines, the most we could take based on our current staffing levels is 94 campers per week.</p>			

**MERRIMACK PARKS & RECREATION DEPARTMENT  
DEPARTMENT CONSIDERATIONS DURING COVID-19  
TENTATIVE OPENING DATE: MONDAY, JULY 13<sup>TH</sup>, 2020**

**LAST YEAR VS. THIS YEAR**

- In a normal year would have 110 campers per week at Naticook Day Camp and 50 campers at Camp Trek, which is our Teen Camp that features daily field trips. This year the Camp Trek program has been cancelled. Camp Trek participants were given the option to switch to Naticook Day Camp (for those that needed childcare) and combined we are hoping to end up with an average of 85 campers per week.
- We would normally have 38 staff for Camp Naticook and 5 staff for Camp Trek. This year we will have 40 staff serving approximately 85 campers.
- We normally run a one week Summer Stage Theater Camp in August with up to 24 kids. We've had several cancellations already and so we are going to cancel this program entirely for this year. This program normally fulfills the requirement of an annual public performance at Wasserman Park as outlined in the Wasserman park deed. It can be any public performance and so if Naticook Day Camp runs we can hold a public performance in the camp as we used to do. If Naticook Day Camp doesn't run; the deed says it can be any performing art, cinematic or television event can be held to meet that requirement. Our movie nights in the park are scheduled for later in the summer and could be counted towards this annual requirement if we are able to hold them.
- The following camp activities will be cancelled until restrictions have been lifted: Archery, Playground time (normally used during Extended care), contact sports and boating.

**MEDICAL SUPPLIES:**

- Fully supplied at this point on standard camp medical supplies
- Currently have received 800 surgical masks from the State of NH which will cover the first two weeks of camp. They told me that I can order more as I run out and will plan to order more every 2 weeks all summer long. There is an issue however as the guidance document says we should provide staff with cloth masks.
- Have 10 Non-Contact Thermometers. Also have 5 Oral Thermometers as backup with 1,000 disposable sheaths in the event that we have issues with the non contact thermometers.
- Have 1 Pulse Oximeter (Don't expect to need but have if we do).
- Have enough hand sanitizer for half an ounce per person per day based on the guidelines recommended by the American Camp Association.
- Pop Up Tent with privacy walls and sand bag weights for screening. We also have 2 large 20 x 20 foot tents that we setup every summer.
- 1 Folding Camp Cot (in case we need to isolate someone in the outside tent or move the Health Center to the Parks & Recreation Office.
- We have 5 medical face shields.

**PRE-CAMP NOTIFICATIONS & TRAINING FOR CAMPERS & STAFF**

- Letter going out to parents early June

- We need your child to arrive at Camp in a healthy state. Health Camp begins at home with frequent handwashing and not coming to camp if child is sick or anyone in household is sick.
- In the letter it will outline the steps that we are taking to protect their child and what each day is going to look like. We will talk about both camper & Staff health screenings.
- For Staff Training, we are going to spend a significant amount of time on the importance of how to run camp while social distancing and protecting against COVID-19. (Including promoting social distancing when not in camp.
- Staff are provided training to identify symptoms and directed to call Camp Health Supervisor if they or their campers feel ill.
- Staff will be instructed to call out if they are not feeling well, but to contact us if they are showing any COVID-19 symptoms so that we know and can respond.

### **DAILY CHECK IN PROCESS FOR STAFF AND CAMPERS**

**Staff Check in Process:** Staff check in process will be conducted primarily by Camp Advanced EMT, Kevin Lake, Director Matt Casparius or Program Coordinator James Golisano. Staff will wear mask & gloves during the screening process.

- Before they clock in, staff will:
  - All staff will be issued cloth face coverings and will be asked to wear them over their nose & mouth when in close proximity to other staff or to campers or anytime they are indoors.
  - Temperature will be checked using a non-contact thermometer and screening questions asked and results will be logged in the staff log book. Will be performed according to State Guidelines.
  - Checks will be conducted outside of Camp Office in a pop up tent so that staff member coming in doesn't potentially spread virus inside the camp office.
  - All staff would will wash hands and/or put on hand sanitizer before going down to wait for their campers.
  - All staff checks would be recorded in a daily log book that only Matt Casparius, James Golisano and Camp Medical Staff would have access to.
- The Finance Department will setup all staff with Mobile Time Clock App so they don't have to physically touch time clock screen with their card. We will have to make accommodations for anyone that doesn't have a smart phone.
- Staff work schedules will be staggered so that only 10 staff are coming in at a time.

### **Camper Check in Process:**

- Drive up Drop off Process (which we have been doing for several years anyway). Staff assisting with drop off will be wearing masks and gloves.
- Process led by Camp Medical Staff (Advanced EMT) and assisted by Camp Leadership.
- Verbal check of every car at drop off before they get out of the car of all participants in the car (fever, cough, shortness of breath in last 24 hours.) Camper not allowed to be dropped off if anyone in the household has had symptoms. Parents/caregivers never get out of the car. Will be performed according to State Guidelines.
- Campers will have their temperatures taken and then will apply hand sanitizer (given by staff) before joining their group.

- State guidance recommends that that older children who are able to be compliant with cloth face coverings should be asked to wear them over their nose & mouth when in close proximity to other staff or to campers. The State specifically left out the definitions of what an older child is. Based on conversations with our Camp Medical staff; our feeling is that children ages 8 and up would fall into this category.

### **POSSIBLE COVID-19 IN CAMP**

- Follow all state guidelines and protocols regarding exposure and potential exposure. Any staff member arriving at camp with possible symptoms would be sent home and referred to their doctor.
  - Human Resources would be notified by Director Matt Casparius
- Any camper arriving at camp with symptoms or possible exposure will not be allowed into the camp.
- All Staff members will be provided with training to identify symptoms and directed to call the Camp Health Supervisor if they or their campers feel ill. If this happens during the Camp Day; the protocol will be: staff member will contact the Camp Health Supervisor via radio and a mask will be put on the ill individual. This individual will be isolated from the rest of the Camp in the medical tent until they can be picked up by their parent or guardian and directed to contact their child's pediatrician for testing.
- The medical tent will be setup outside of the Day Camp Office so as to not risk spreading germs in the Camp Office and Nurse's Office.
- In the event of a positive diagnosis for COVID-19; all parents and staff will be notified and Camp would close for the remainder of the summer. It will be recommended to all campers and staff to get tested.
- In the event that the Camp Health Supervisor is out due to illness (Non Covid-19); Director Matt Casparius (Wilderness First Responder) serves as the backup Health Center Staff followed by Assistant Camp Director Major Wheelock (Wilderness First Aid).

### **DAY TO DAY CAMP OPERATIONS:**

- Groups would be isolated from all other groups throughout the Day and function as independent cohorts. Staff members will wear masks whenever in close quarters with children where social distancing cannot be observed or whenever they are inside.
- Activities would be held outside except for when it is raining or unpractical (arts & crafts).
- Each group would have one building to themselves to operate out of as a home base with their own supplies to limit the sharing of equipment. Each building has its own bathrooms and sinks.
- In the event of rain at the very beginning of the day or the very end of the day; we could segment out small rooms between the two large outdoor tents, the 3 rooms in the function hall and the Arts & crafts building so that pickup and drop off could still happen as normal. In that situation, groups would still be kept separated from each other and we would perform additional cleaning of those spaces before and after those groups used them.
- Camper belongings such as backpacks, water bottles, towels, etc. will be clearly marked with their names and will be kept separate from all other camper belongings. Campers will be instructed and reminded not to share their belongings, food, beverages with any other camper.
- Campers will need to bring their own water bottles and refill from the sink in their assigned cabin. There will not be any shared water jugs placed around the camp as we typically do.

- Any equipment / supplies used will be cleaned after each usage.
- Signage will be posted in all buildings and distributed to parents of all campers and staff with COVID-19 information and signs and symptoms.
- Constant reinforcement to staff and camper's handwashing with soap and water (or hand sanitizer if not available)
  - Before coming into contact with any child
  - Before & After Eating
  - After sneezing, coughing or nose blowing
  - After using rest rooms
  - Before handling food
  - After touching or cleaning surfaces that may be contaminated
  - Using any shared equipment

### LUNCH/FOOD SERVICE

- Lunch is normally held all together and we eat outside every day except when it is raining. We have two 20 x 20 foot tents that we set up for the summer which is normally connected together to make a single 40 x 40 foot tent. This year, we are going to keep the two tents separated and stagger our lunch times out to 4 separate time blocks so that 1 cohort unit is under each tent (separate from the other group). Children will not go into the building to pickup their food as they normally do. Instead designated staff will bring a plate of food out to the campers which will be pre-boxed up by the kitchen staff.
- In the event of rain, groups will eat in their assigned cabins and the boxed meals will be delivered to their cabin by Camp Leadership.
- We normally have a main meal offered each day along with 2 alternate meals (Pasta, PBJ) for picky eaters. Counselors will take a tally first thing in the morning and report their numbers to the camp kitchen via radio so that the kitchen will know how many to make.
- Milk is also provided at camp each day. Similar to main meal vs. side meal; staff survey children upon arrival and then report # for each type to kitchen by radio. (Whole, 1% or chocolate).
- Campers and staff will never enter the kitchen.
- In the event of (Non Covid-18) related illness to the Camp Cook; Director Matt Casparius and Program Coordinator James Golisano would serve as backups and work with the Kitchen Assistant to prepare meals.

### WATERFRONT

- Lifeguards will use social distancing and avoid close proximity to others (example: one guard per stand/tower).
- Lifeguards can't wear masks when guarding as they need quick access to their whistles.
- Use universal precautions when providing medical aid. Avoid mouth to mouth or mouth to mask resuscitation. In the event of a rescue; a bag-valve-mask is used instead of a pocket mask or breathing barrier.
- Lifeguards will regularly clean the surfaces common surfaces at every guard rotation change.
- Floating rafts will not be set out this summer as they allow kids to congregate in close proximity.
- If a Lifeguard has to make a rescue; we would want to ensure that they thoroughly hands and face and change clothes. Lifeguard will be monitored for symptoms.

- Swimming is permitted, but we are still evaluating swimming lessons at Camp. We have enough kickboards and noodles so that every child gets their own which we could label so there is no sharing which could be cleaned each week. We also have several camps which are closed who have offered to lend us their equipment if we need it.

### **EXTENDED CARE**

- Extended Care is normally offered from 7:00 am – 8:00 am and again from 4:00 – 5:30 pm and all ages are mixed together. The traditional extended care can't be offered because we have to keep campers in their cohorts so they would join their assigned groups immediately on arrival.
- Staff members would work in one of 3 shifts (6:45 – 2:45 pm, 8:00 – 4:00 or 8:30 – 5:30 pm). We have to have a minimum of 9 counselors within each shift plus Camp Director and Medical Staff at 6:45 am. For the bulk of the day, we need 2 staff within each group and then our third shift would cover the later part of the day when there is only a handful of kids in each group. As the various shifts come to work, they will be assigned to cleaning various parts of the facility before joining their group. This arrangement gives us several backup options if someone calls out sick or is on a requested day off. If we eliminate extended care and reduce staff size, we lose our backup staff plus the revenue it generates.
- Extended care usually has drop off and pickup in camp office; would mimic regular drop off and Pickup Outside Function Hall.
- Lifeguards & Swim Instructors would also help with backup coverage for extended care.

### **CLEANING OF FACILITIES (MAINTENANCE)**

- Maintenance Staff: Focus on cleaning and addressing safety issues (bee's, broken equipment, etc.).
  - Should put on overlapping shifts as some tasks require 2 people to complete. One could use truck and other use gator.
- Focus on cleaning primary touch points (door handles, windows, bathrooms multiple times per day.)
- All doors would be propped open all day so no hands touching door handles.
- Maintenance Staff will wear masks whenever near children or when inside a building.
- Each building needs to be cleaned at end of every day
- Gator's Cleaned Multiple times each day but especially at end of each day.

# STAY AT HOME 2.0

## DAY CAMPS

This guidance applies to summer day camps/playground programs offered by municipalities, private day camp providers and youth serving organizations.

Review and follow the NH [Universal Guidelines](#)  
Review and follow CDC [considerations for youth and summer camps](#).

**Day camp staff must be recruited from and be residents of New Hampshire or out of state staff who have met a 14 day quarantine requirement**

**Day camp attendees are restricted to children who are New Hampshire residents or out of state campers who have met a 14 day quarantine requirement**

### General Guidance:

- \* 1. All day camp staff are strongly encouraged to wear reusable/washable cloth face coverings over their nose and mouth as much as possible to help prevent the spread of COVID-19 when social distancing is not possible. A cloth face covering is encouraged to be worn when in close contact with other staff or campers when feasible, and are most essential when social distancing is difficult
  - a. Provide training on cloth face coverings based on CDC guidance for [Use of Cloth Face Coverings](#).
  - b. Review the NH DHHS information about [using cloth face coverings](#).
  - c. People wearing face coverings must not touch their eyes, nose, mouth, or face, or adjust their face covering without first sanitizing hands. After touching face or adjusting face covering, hands must be sanitized.
- \* 2. All adults dropping children off at day camp should be asked to wear a cloth face covering over their nose and mouth when at the day camp facility or public spaces where other individuals are present when social distancing is not possible.
- \* 3. The NH Department of Health and Human Services does **not** recommend children routinely wear face masks or face coverings for the reasons outlined below:
  - a. CDC guidance states, "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."
  - b. There are safety issues with young children having cloth, ties, elastics etc. around their mouths and necks which can pose choking or strangulation hazards.
  - c. The effectiveness of masks and other face coverings is impacted by proper handling and use, and children are more likely to play with the masks, adjust them or remove them without washing their hands before or after touching the masks, touch their face, etc. Touching the face and then touching other objects (e.g. toys) can potentially put other children in a group at risk.
  - d. Staff would need to increasingly be in close contact with children to provide assistance with face coverings, which can be counter-productive to maintaining distance as much as possible.





# STAY AT HOME 2.0

## DAY CAMPS

4. Older children who are able to be compliant with cloth face coverings should be asked to wear them over their nose and mouth when in close proximity to other staff and children when social distancing is not possible.
5. Staff and children should practice frequent hand hygiene:
6. Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
7. Alcohol-based hand sanitizer should be made readily available to staff and older children and should be carried by staff at all times.
8. Always wash hands with soap and water if hands are visibly dirty.
9. Supervise and help young children to ensure they are washing/sanitizing hands correctly, and to prevent swallowing of alcohol-based hand sanitizer. When soap and water are not readily available and hand sanitizer is used with children, it should be used under the direct supervision of staff. When not in use, hand sanitizer should be kept out of reach of children (on a high shelf, cabinet, or in a backpack worn by staff outside).
10. At a minimum, require hand hygiene when arriving at the day camp; when entering a facility; before and after meals or snacks; before and during meal preparation or handling food; after outside time; before and after going to the bathroom; before and after medication administration; after cleaning up and handling any garbage; before and after coming into contact with any child or staff member; after sneezing, coughing, or nose blowing; after using shared equipment; and prior to leaving for home.
11. Advise children and staff to avoid touching their eyes, nose and mouth with unwashed hands.
12. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.
13. Children and staff should be reminded to maintain a distance of at least 6 feet from others whenever possible.

### Employee Guidance:

1. Staff must be provided with education and training around safe practices as it relates to hand hygiene, sanitation (cleaning and disinfection policies), and illness policies outlined in the NH [Universal Guidelines](#).
2. Day camp staff must be screened for symptoms or risk factors of COVID-19 before the start of each day as outlined below in [Business Process Guidance](#) and in the NH [Universal Guidelines](#).
3. Require all staff to report any symptoms of COVID-19 or close contact to a person with COVID-19 to supervisor.

### Business Process Guidance:

1. All day camps should have a communication plan to educate staff, families, and children about COVID-19 health and safety practices at the day camp.
2. Restrict non-essential visitors, volunteers, and activities involving other groups.



Attended  
General  
271-3658  
HSEIT  
223-3663

# STAY AT HOME 2.0

## DAY CAMPS

- ✱ 3. Children and staff should be screened daily on arrival to the day camp by asking if the individual:
- Has any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or fever of 100.4 degrees F or higher.
  - Has had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
  - Traveled in the past 14 days either:
    - Internationally (outside the U.S.),
    - By cruise ship, or
    - Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
  - Person(s) with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors should **not** be allowed into the day camp:
    - Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home following the instructions below.
    - Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
- ✱ 8. Person(s) with suspect or confirmed COVID-19 must stay out of day camp until symptom-based criteria are met for [discontinuation of isolation](#):
- At least 10 days have passed since symptoms first appeared
    - AND
  - At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)
9. Any person that develops symptoms of COVID-19 while at the day camp should be masked if they are over 2 years of age, removed from contact with others, and be immediately sent home.
10. *If there is a confirmed case of COVID-19 at a camp, the facility should contact:*
- The Bureau of Infection Disease Control (BIDC) at 603-271-4496.*

### Pick-up and Drop-off:

- Drive up drop off file
- Develop a drop-off and pick-up process which staggers arrival/departure of children and parents/guardians so that children and parents/guardians from different groups do not interact. Attempt to also stagger drop-off and pick-up times to avoid congregating of parents and children within a facility.
  - Wash hands or use hand sanitizer before and after signing in and out. No pen should be shared. Parents/guardians should use their own pen when signing in. If check-in is electronic, provide alcohol wipes and frequently clean the screens or keyboards.
  - Limit direct contact with parents as much as possible and have day camp staff greet children outside as they arrive.



# STAY AT HOME 2.0

## DAY CAMPS

4. Keep each child's belonging separated and in individually labeled storage containers, cubbies, or areas; take belongings home each day.

### Social Distancing Strategies:

1. Day camps should attempt to divide staff and children into small groups of ideally no more than 10 people total, including children and staff. Small group sizes will help to limit COVID-19 transmission if someone is found to be infected.
2. Safe and recommended staff/child ratios must be maintained. Allow for proper coverage to comply with Federal and NH Labor and Child Labor Laws (i.e., breaks, hours worked, and for staff calling out).
3. Consistently keep the same groups of staff and campers together throughout the camp session. Do not move children between groups. Staff should not float between groups (unless necessary for activity instruction where one person teaches multiple camp groups).
4. Avoid overlapping groups in any one particular area or activity. Detailed schedules should be created to allow enough time for groups to move between activities without interacting with other groups.
5. Different groups may use the same outdoor or indoor space if space is large enough, but groups should be kept separate and not allowed to interact.
6. Keep campers outside as much as possible. Close communal use spaces, such as game rooms or dining halls, if possible. Indoor activities should be limited and groups will need to be separated and not interact.
7. Space seating and activities so that children are at least 6 feet apart, whenever possible.

### Activities:

1. Each group will get their own supply of sports equipment to run their own activities.
2. Each group will get its own supply of arts & craft supplies (Each child could also receive their own set of basic arts and crafts supplies which they bring back to camp everyday)
3. Games and activities should be designed to allow for social distancing. Modifications may be made to traditional games and activities to ensure camper safety.
4. Any used equipment/supplies will need to be cleaned and disinfected after usage
5. Avoid field trips and special performances per CDC guidelines

### Meal and Snack Time:

1. Stagger lunch times
2. Meal and snack time should occur outside whenever possible under tents/shelters or pavilions. Avoid congregating in large groups to eat lunch and snacks.
3. Staff and campers should eat with their own group and maintain at least 6 feet of distance between children and staff when seated and eating; no sharing of food, drink, or utensils.



# STAY AT HOME 2.0

## DAY CAMPS

4. If meals must be provided in a lunch room, stagger meal times, arrange tables to ensure that there is at least six feet of space between groups in the lunchroom, and clean tables between lunch shifts.
5. Campers are encouraged to bring their own snacks and lunches when feasible.
6. If food is offered have in pre-packaged boxes or bags with disposable utensils to ensure safety.
7. Campers and staff need to bring their own water bottles. No shared water jugs.

### Transportation:

1. Those providing transportation to day camps should maximize space between riders (e.g. one rider per seat in every other row). Close seating on buses makes person-to-person transmission of respiratory viruses more likely.
2. Keeping windows open might reduce virus transmission.
3. Transportation vehicles must be cleaned and disinfected after each use.

### Cleaning and Disinfection Procedures:

1. Review and follow CDC guidance on [cleaning and disinfecting](#).
2. Review and follow CDC [guidance on creating a plan if staff or children become sick](#):
  - a. Plan to have an isolation room or area that can be used to isolate a sick child.
  - b. Be ready to follow CDC guidance on how to [disinfect your building or facility](#) if someone is sick.
  - c. If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
  - d. If COVID-19 is confirmed in a child or staff member:
    - i. Close off areas used by the person who is sick.
    - ii. Open outside doors and windows to increase air circulation in the areas.
    - iii. Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle to reduce the risk to individuals cleaning.
    - iv. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
    - v. If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - e. Continue routine cleaning and disinfection.
3. All cleaning materials should be kept secure and out of reach of children.
4. Develop a schedule for cleaning and disinfecting. Perform frequent cleaning and disinfection of frequently touched surfaces, including door handles, equipment, surfaces, outdoor playground equipment, etc. Areas will be cleaned and disinfected throughout the day, including anytime a group exits an area (indoors or outdoors) where they have used tables, chairs etc.



# STAY AT HOME 2.0

## DAY CAMPS

5. Increase the frequency with which you clean and disinfect toys, equipment, and surfaces, especially doorknobs, check-in counters, and restrooms. All equipment and supplies will be cleaned and disinfected after use
6. Use alcohol wipes to clean keyboards and electronics and wash hands after use.
7. Minimize the potential for the spread of by temporarily removing items that are not easily cleanable (such as stuffed animals and pillows). Personal comfort items from home need to be sent home daily and not shared.
8. If groups are moving from one area to another, cleaning measures must be completed prior to the new group entering this area.
9. Staff cleaning should follow the disinfectant manufacturer's instructions:
  - a. Use the proper concentration of disinfectant.
  - b. Maintain the disinfectant for the required wet contact time.
  - c. Follow the product label hazard warnings and instructions for personal protective equipment (PPE) such as gloves, eye protection, and adequate ventilation.
  - d. Disinfectant use indoors should occur in a well ventilated space. Extensive use of disinfectant products should be done when children are not present and the facility or area should be thoroughly aired out before children return.
  - e. Day camps must have a Safety Data Sheet (SDS) for each chemical used in the facility.
10. Disinfectants and other cleaning supplies are the responsibility of the day camp to have available.

