



TOWN OF MERRIMACK

PARKS AND RECREATION DEPARTMENT

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MEMO

TO: Eileen Cabanel, Town Manager

FROM: Matt Casparius, Director of Parks & Recreation

DATE: March 15th, 2021

SUBJECT: Summer Camp Recommendations for 2021 with COVID-19 Restrictions in place

As you will recall, when I presented by Annual Department budget to the Town Council back in January; I had asked for permission at that time to open up summer camp registration with the understanding that once the State of New Hampshire released the updated COVID-19 Guidance for Day Camps that I would come back to the Town will a full overview of our plans and how we are planning to meet the guidelines.

On Thursday, March 11th; the Governor finally released the updated Camp Guidance; which had been approved by the Department of Health & Human Services and the Governor's Reopening Task Force in Mid February. The State cleaned up a lot of the language that existed, which makes it much easier to understand and it eliminates a lot of the gray areas that existed last summer. While it is not perfect, it is 100x more manageable than what we were presented in May 2020. I feel confident that we are able to meet and exceed the off the guidance that has been put forth.

During the Governor's March 11th press conference; he stated that he was putting this guidance out as an incremental step and was hoping to further loosen the restrictions by Memorial Day as long as COVID-19 Cases keep trending the way that they are and more and more people become vaccinated.

One of the biggest improvements that we now have compared to a year ago is that we have several approved vaccines being actively administered and we now have the ability for all staff members who want to, can get vaccinated right now under Phase 2A of the State of NH's Vaccination Plan.

We do not have to wait until they physically start working for us June for camp employees to get vaccinated. In speaking to Human Resources Coordinator Sharon Marunicz, we have agreed that as soon as an employee has been fully approved with background and reference checks; she will send me their PAR and a copy of a verification letter that that employee can take and get signed up which provides the documentation they need to show at the Vaccination site as proof of their eligibility. This means that any employee who wants to be can be fully vaccinated long before camp begins. (See addendum A)

Last year, one of the big limiting factors was that group sizes were required to be so small that it

made camp financially unfeasible to operate and still cover our direct operating costs. This year, one of the biggest updates in the guidance was that instead of groups of 10 as were required last summer; we are now looking at groups of up to 20 people (counting staff). Realistically we are looking to operate at around groups of 15 (counting staff); which is pretty close to what we would do in a normal summer anyway. We did increase the cost of camp this year by \$15 per person per week (\$225 increased to \$240 per week) and we can operate this summer and be financially sustainable.

The other big question last year because it was so new for everyone was whether campers needed to wear masks and whether people would object to it. We have been dealing with this pandemic for a year now and quite honestly people are used to it, and it's no longer the issue that it was last year. The new guidance clearly spells out when masks are required and by whom.

We successfully ran a small December Vacation week with 10 kids a day and a successful February Vacation Week with 16 children per day. These two weeks acted as a good test of our plans so that we could fine tune our operations before scaling up to full camp size. This year we're looking to operate with around 110 campers per week which isn't full capacity but that's mostly because the Camp Trek (field trips) program won't be running this year based on the guidance.

I mentioned earlier that the Governor said that he is hoping to further relax restrictions once we get closer to Memorial Day. However, we cannot wait until May to tell people whether we are definitely running camp or not this summer or we will be right back where we were a year ago. With the Town Council's blessing, we have been taking camp registrations since January with the understanding that we still need final approval from the Town Council once the guidance documents were released. As of right now, our enrollment numbers are down 30% from where they were a year ago. Families are telling us that they are afraid that we might not open again this year. We are also struggling to find staff for this summer for the same reason. They don't want to lock into working for us only to find out in June that suddenly they don't have a summer job lined up. It is my belief that as soon as we confirm to the public that we are definitely running camp this summer, that we will see a surge in both camper registrations and in additional staff applications.

The State of New Hampshire has given us the updated guidance documents that we have been waiting for. Many kids in Town have been in full remote learning or hybrid learning for an entire year now. For their own mental health; kids need the opportunity to go to camp, see their friends, and have some semblance of a normal summer. We feel that we can safely provide that experience for them.

On the following pages, you will find the updated COVID-19 Guidance Documents for Day Camps which were released by the Governor on March 11th, 2021, which are written in **black** text. Underneath each section, I have highlighted in **Red**, our plans on how we are going to address each item in the guidance document.

Please let me know if you have any questions

Matt Casparius, CPRE
Director of Parks & Recreation

**COVID-19 REOPENING GUIDANCE
GOVERNOR'S ECONOMIC REOPENING TASKFORCE
DAY CAMP GUIDANCE**

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

We have reviewed and will adhere to the Universal Guidelines

Review and follow CDC considerations for youth and summer camps.

We have reviewed and will follow the CDC considerations for youth & summer camps.

NOTE: You do NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:

- You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine.
- You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements)

This is the biggest improvement compared to a year ago in that we now have the ability for all staff members who want to, can get vaccinated now under Phase 2A of the State of NH's Vaccination Plan.

We do not have to wait until they physically start working for us June. In speaking to Human Resources Coordinator Sharon Marunicz, we have agreed that as soon as an employee has been fully approved; she will send me their PAR and a copy of a verification letter that that employee can take to get signed up to get their vaccination.

We will be able to get those camp employees who want to be; full vaccinated long before camp begins. (See addendum A)

General Guidance:

1. All day camp staff must wear face masks over their nose and mouth when indoors at day camp facilities and when outdoors and around other people in settings where 6 feet of social distancing is not able to be consistently maintained.

Our Summer Camp is held almost entirely outside anyway but all campers and staff would be required to wear a mask anytime we did need to go indoors or anytime that 6 feet of social distancing couldn't be maintained.

We are fortunate in that we have enough buildings in Wasserman Park that every group will have their own building which will not be shared with any other group. Again buildings would only be necessary in the event of rain or a specialized activity such as Arts & Crafts that couldn't be done outdoors.

2. Masks should NOT be put on babies and children under the age of two because of the danger of suffocation.

This rule does not apply to our program

3. Children two years of age and older, especially older children and teenagers, should wear face masks at all times when within the facility and around other people, unless there is a valid medical or developmental reason a child cannot wear a face mask (per CDC guidance), or if a child is unable to be compliant with face masks even after staff and parents/guardians work with

the children to gain compliance. Providers should work with children 2 years of age and older to help them understand the importance of face masks and gain compliance with use while at the day camp facility.

Similar to the Camp Staff; all campers would be required to put on a mask anytime we needed to go indoors.

4. All adults dropping children off at day camp shall 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.

We utilize a drive thru drop off and pickup system at Camp and so parents never get out of their car but we will ask them to wear a mask when they are dropping off their child.

5. Staff and children should practice frequent hand hygiene:
- a. 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.
 - b. Alcohol-based hand sanitizer should be made readily available and should be carried by staff at all times.
 - c. Always wash hands with soap and water if hands are visibly dirty.
 - d. 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).
 - e. 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.

All campers and staff will practice frequent hand hygiene by applying hand sanitizer upon arrival to the program.

Then campers & staff will be asked to wash their hands with soap & water or reapply hand sanitizer after:

- Participating in the activity
- Before & After eating
- After sharing any equipment
- After playing outside
- After using the restroom
- After blowing their nose
- After coughing/sneezing
- Before & after any medication administration
- Prior to going home.

6. Advise children and staff to avoid touching their eyes, nose and mouth with unwashed hands.

Will be a constant reminder to the staff and campers

7. 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.

8. Children and staff should be reminded to maintain a distance of at least 6 feet from others whenever possible.

Camp games & activities designed to promote 6 feet of social distancing in the activities. The phase I like is "Airplane arms" to give kids a reminder about social distancing.

9. If there is a person with COVID-19 identified who has been present at a day camp facility, the day camp must contact and report the case to the NH Division of Public Health Services', Bureau of Infectious Disease Control (BIDC) at 603-271-4496.

Our camp has an Advanced EMT running our health center who will follow all required state and local reporting guidance.

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.

We are currently updating our parent handbook with the guidance document that was released on March 11, 2020 by Governor Sununu. Once we have finished making the update; we will be sending it to all registered participants at this time.

In Early June; we will be sending an additional reminder to Camp families with a copy of the COVID-19 Guidance document and all of our health & safety protocols. The letter will include but not be limited to:

- 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.

2. Staff must be provided with education and training around safe practices as it relates to social distancing, face mask use, hand hygiene, sanitation (cleaning and disinfection policies), illness policies, and other guidance outlined in this document and the NH [Universal Guidelines](#).

- 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.
- Staff are provided training to identify symptoms and directed to call Camp Health Supervisor if they or their campers feel ill or have any new or unusual symptoms.
- 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 take appropriate measures.

3. Restrict non-essential visitors, volunteers, and activities involving other groups.

Camp Groups will act as their own bubble and will not interact with other groups within the Camp nor will they be in contact with non-camp visitors to Wasserman Park (we do this anyway). Our Counselor in Training Program has been cancelled again for this year.

4. Staff must be screened for elevated temperature, symptoms of COVID-19, or risk factors of COVID-19 before each shift as outlined in the NH [Universal Guidelines](#). Anyone with any new or unexplained symptoms of COVID-19 or identified risk factors are not allowed into the facility.

Staff Check in Process: Staff check in process will be conducted primarily by Camp Advanced EMT, Kevin Lake, Parks & Recreation 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 a surgical mask if they do not already have one and 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. Screening will be performed according to CDC 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.
 - Any Staff member with elevated temperature, COVID-19 Symptoms or risk factors will not be allowed into the Camp. This does not apply to any staff member who is fully vaccinated against COVID-19 and more than 14 days have passed since they received the second dose of your COVID-19 vaccine or the have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days then this rule would not apply per State Guidance.
 - All staff will wash their hands 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, Kevin Lake and Camp Director Ashley Prindle 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 and clean their time cards before and after use.
- Staff work schedules will be staggered so that only 10 staff members are coming in at a time so that we do not have a line of staff members all huddled together.

5. Children entering day camp should also be screened for elevated temperature, symptoms of COVID-19, or risk factors of COVID-19 before entering the day camp following the same guidance and questions outlined (for employees) in the NH [Universal Guidelines](#). Anyone with any new or unexplained symptoms of COVID19 or identified risk factors are not allowed into the facility.

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. NOTE: You do NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:

- You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine.
 - You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements). We would need to request that documentation to prove this as without it, they would not be allowed to enter into camp.
- Campers will have their temperatures taken and then will apply hand sanitizer (given by staff) before joining their group.

6. Require all staff to report any [symptoms of COVID-19](#), travel, or close contact to a person with COVID-19 to supervisors prior to beginning their shifts or during their shifts if symptoms arise.

As described above, all staff will be screened upon arrival to camp in the morning prior to the start of their shift. Staff will be directed to contact the Camp Health Supervisor during the day if they develop any symptoms during the day.

7. Persons with any new or unexplained [symptoms of COVID-19](#) should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at home until they meet criteria outlined in the NH [Universal Guidelines](#) (i.e., the person has met CDC criteria for [discontinuation of isolation](#), or they have tested negative AND at least 24 hours have passed since their last fever off any fever reducing medications, and other symptoms have improved).

Staff members who develop any new or unexplained symptoms of COVID will be directed to immediately put a mask on and directed to contact their health care provider for a COVID-19 test and [self-isolate](#) at home as described above. Note: You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine.

8. Asymptomatic persons who report close contact to someone with COVID-19 or who have a travel-related risk must [self-quarantine](#) for at least 10 days from their last exposure or return from travel.

- a. See NH [Travel Guidance](#) for requirements about travel-related quarantine.
- b. Day camps must review and follow NH's [Employer Travel, Screening, and Exclusion Guidance](#)
- c. NOTE: a person does NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:
 - i. Person is fully vaccinated against COVID-19 and more than 14 days have passed since receiving the second dose of your COVID-19 vaccine.
 - ii. Person has previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (a person with previous infection that was more than 90 days prior must still follow all quarantine requirements)

Asymptomatic persons who report close contact or have a travel related risk must self quarantine for at least 10 days unless they meet the exemption as described above.

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.

Any symptomatic individuals will have a mask put on them and placed in isolation until the camper's parents can come and pick that child up from camp. They will be directed to contact a health care provider for testing.

Pick-up and Drop-off:

1. 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.

As described under #5 above for screening, we utilize a Drive up Drop off Process (which we have been doing for several years anyway). We have a half hour long drop off window and parents do not get out of their cars. When a staff member comes to the car; they will conduct screening questions and have the child get out of the car where they can take temperature checks on the camper and then join the camp.

Once the child has been screened and checked in they are sent to their group (which is separated from all other groups.)

2. 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.

We do not have parents physically sign them in; the process is conducted by 2 staff members as a duplication to ensure that we have the correct on the list. Parents are given a specialized placard that identifies the child. If they do not have the placard that we give them, then staff members will check id to verify that they are authorized to pick up the children.

3. Limit close contact and avoid coming within 6 feet with parents as much as possible and have day camp staff greet children outside as they arrive.

Our drop off and pickup procedure is done outside and parents never get out of the car.

4. Each child's belongings should be labeled and kept separate from others' belongings. Water bottles and food or drink related items should not be shared or touched by other children and belongings should be taken home each day.

As part of all of the parent communication that goes out; this is among the items that is recommended to parents. We even provide resources where they can get clothing labels for their child's items. Every day at pickup, we have a lost and found table with items found in the park.

Social Distancing Strategies:

1. Day camps should attempt to divide staff and children into small groups of ideally no more than 10-15 people total per group (including children and staff). Group size must not exceed 20 people. Camps should look to split groups larger than 20 individuals into two smaller groups. Small group sizes will help to limit COVID-19 transmission if someone is found to be infected.

This is pretty close to our normal group size anyway. For our youngest campers (Ages 4 – 6), we are required to operate on a 6:1 Staff Ratio anyway so we're looking at 10 kids in a group with 2 staff. For our 7 – 9 year olds, we will an 8:1 ratio and so we will have 16 kids and 2 staff. Our oldest group (ages 10 and up) is a 10:1 ratio but it is usually our smallest group so it will be 10 kids with 1 -2 staff members.

2. Consistently keep the same groups of children and staff and avoid intermixing or interaction between groups during the day (e.g., at opening and closing, during lunch, outdoor play, etc.)

Do not move children between groups. Staff should not float between groups (unless necessary for activity instruction where one person teaches multiple camp groups).

Staff will be assigned to work with the same kids all week long and each group will operate in its own separate bubble and will not interact with the other groups. We will have some activity specialists used for activity instruction that will teach multiple groups but they will be wearing a mask and maintaining 6 feet of social distancing. (Examples would be things like Archery, Sports, Nature, Drama).

3. Schedules should be created to allow enough time for groups to move between activities without interacting with other groups.

We normally operate with a 10 minute transition time between each activity to give them time to move around the Camp but all groups start and end at the same time. This also will allow any of our activity specialists to clean any shared equipment between groups.

4. 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.

98% of our camp is held outside anyway. Normally we would only go inside in the event of rain or to get their meals. This year our lunches will be held outdoors with meals brought outside to the groups instead of them coming into to get them from the line. In the event of rain during lunch, meals would be held inside the group's cabin and meals will be delivered in boxed lunch style meals.

5. Space seating and activities so that children are at least 6 feet apart, whenever possible.

Meals will stagger in nature so that we can spread the kids out to maintain social distancing.

Activities:

1. Conduct activities outside as much as possible, if weather permits.

We are outside except for rain or thunderstorms.

2. Avoid shared equipment and supplies, if possible, otherwise common use items should be cleaned and disinfected after each use and before another group uses same equipment and supplies.

Each group will have their own generic supply of equipment however any common items (sports equipment for example) will be cleaned and sanitized between each group's use.

3. Games and activities should be designed to allow for social distancing.

We have already developed a lengthy list of new Covid friendly socially distant games & activities.

4. Avoid field trips and special performances.

At this time, our Camp Trek program (which features Field Trips) will not operate this year due to this requirement.

Meal and Snack Time:

Keep group size small and do not commingle groups during meal time. If needed, have more than one time for meals and snacks to split the group or seat children every other seat to create more space; no sharing of food, drink or utensils.

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.

2. Supervising staff and Children should be seated at least 6 feet apart when eating a snack or meal.

We will follow this

3. Meal and snack time should occur outside whenever possible.

Meals will be held outside and socially distanced

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.

We won't be eating in a lunch room; we will stagger meal times and spread out during meals. After meals all tables will be cleaned and sanitized.

5. Campers are encouraged to bring their own snacks and lunches when feasible.

6. Any food service offered at a day camp must follow the NH [Food Service Industry](#) guidance.

Our Camp kitchen is fully licensed to meet the NH Food Service Guidelines and our Camp Cook has been with us for 11 years

7. Campers and staff need to bring their own water bottles. No shared water jugs.

Each group will have their own cabin which has its own sink to refill water bottles as needed. We won't be putting out our Water Jugs.

8. Children and staff must clean/sanitize hands immediately before and after eating.

This will be standard practice

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.

We do not provide transportation

2. Keeping windows open might reduce virus transmission. If windows are unable to be opened due to the weather, then increase vehicle ventilation by bringing in outdoor air through the vehicles air system. Internal air must NOT be recirculated.

Are normally kept open every day anyway. Doors will be propped open with the exception of near food preparation area where we already have screen doors to allow for air circulation but prevents insects near the food.

3. Ensure an orderly boarding and disembarking process that avoids close contact between people.

Does Not Apply

4. Transportation vehicles must be cleaned and disinfected after each use. . Refer to CDC's guidance on [cleaning and disinfection for non-emergency transport vehicles](#).

Does Not Apply

Cleaning and Disinfection Procedures:

1. Review and follow CDC guidance on [cleaning and disinfecting](#).

We will have to maintenance staff members whose sole job will be to focus on cleaning and maintaining a safe camp environment.

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.

We have a primary isolation room in our Health Center. But we also have two backup isolation rooms in the Parks & Recreation Office and a third isolation room in the Function Hall in a separate room if there were to be a need to have 3 people in isolation at once.

3. All cleaning materials should be kept secure and out of reach of children.

Cleaning materials are stored in locked cabinets or high shelves out of campers reach when not in use.

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.

We are finalizing the schedule at this time. We have identified all of the areas to be cleaned, we just need to fine tune the cleaning schedule but it will include the following:

Maintenance Staff: Focus on cleaning and addressing safety issues (bee's, broken equipment, etc.).

- Will work 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.

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

High frequency areas are cleaned multiple times per day. Any shared equipment or supplies is cleaned and disinfected after each use.

6. Use alcohol wipes to clean keyboards and electronics and wash hands after use.

Only our Camp Director, Assistant Director and Health Center Supervisor will be using a computer and each will have their own to 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.

Does not apply

8. If groups are moving from one area to another, cleaning measures must be completed prior to the new group entering this area.

We have enough of a window to clean shared areas between use.

9. Staff cleaning should follow the disinfectant manufacturer's instructions:
 - a. Use disinfectants that are on EPA's [list of disinfectants for COVID-19](#).
 - b. Use the proper concentration of disinfectant.
 - c. Maintain the disinfectant for the required wet contact time.
 - d. Follow the product label hazard warnings and instructions for personal protective equipment (PPE) such as gloves, eye protection, and adequate ventilation.
 - e. 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.
 - f. Day camps must have a Safety Data Sheet (SDS) for each chemical used in the facility.

This is standard practice anyway.

10. Disinfectants and other cleaning supplies are the responsibility of the day camp to have available.

We maintain an adequate supply of all necessary cleaning materials.

Additional Facility Considerations:

1. Ensure building ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening screened windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., temperature, inclement weather, insects, and allowing pollens in or exacerbating asthma symptoms) to children at the facility.

- a. See CDC guidance on improving [ventilation in buildings](#).

In all of our buildings; windows are kept open all day long but have screens on them to prevent bugs from getting in. In our Function Hall, we have consistently running fans as well as HEPA Air Purifiers. In the Theater building; we have fan and an air purifier.

2. Ensure potable and process water plumbing systems are appropriately readied prior to camp in accord with CDC and local health department guidance to minimize the risk of diseases associated with waterborne pathogens.

Our system is prepared and readied for each camp season in accordance with state and local standards.

THIS CONCLUDES WHAT IS REQUIRED BY THE STATE OF NEW HAMPSHIRE IN THE COVID-19 GUIDELINES FOR DAY CAMPS.

BEYOND WHAT IS REQUIRED BY THE STATE, WE WILL ALSO BE UNDERTAKING THE FOLLOWING PREPARATIONS WHICH ARE ABOVE AND BEYOND THE GUIDANCE:

DAY TO DAY CAMP OPERATIONS:

- Each group would have one building to themselves to operate out of as a home base with their own supplies where feasible 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.

- Signage will be posted in all buildings and distributed to parents of all campers and staff with COVID-19 information and signs and symptoms.

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 but will guard from an elevated chair or from a rescue kayak.
- Use universal precautions when providing medical aid. 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. Our biggest challenge is a lack of available certified water safety instructors. However, if we can get enough instructors, we do 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.

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 until criteria is met for discontinuation of isolation.
 - At least 10 days have passed since symptoms first appeared (8 days with a negative PCR based test done on day 6 or 7 of quarantine)
 - **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)

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. Campers and staff in the group would need to quarantine (unless the staff member is vaccinated against COVID-19 and more than 14 days have passed since their received the second dose of your COVID-19 vaccine or unless they previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements)
- In the event that the Camp Health Supervisor is out due to illness; Parks & Recreation Director Matt Casparius (Wilderness First Responder) serves as the backup Health Center Supervisor followed by Program Coordinator James Golisano (Wilderness First Aid) and Assistant Camp Director Major Wheelock (Wilderness First Aid).

EXTENDED CARE

- Extended Care is normally offered from 7:00 am – 8:00 am and again from 4:00 – 6:00 pm and all ages are mixed together. Staff members would work in one of 3 shifts (6:45 – 2:45 pm, 8:00 – 4:00 or 8:30 – 6:00 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 and would be wearing masks.

HEALTH CENTER MEDICAL SUPPLIES:

- Fully supplied at this point on standard camp medical supplies.
- Currently have 600 surgical masks that we received from the State of New Hampshire last year and didn't use. We also have 200 child sized surgical masks. Masks are backups in case a camper or staff member forgets to bring one of their own.
- 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 noncontact thermometers.

- 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 move the Health Center to the Parks & Recreation Office for isolation while we wait for parent pickup.
- We have 5 medical face shields.

APPENDIX A



PHASE 2a

K-12 School, Childcare, and Youth Camp Staff

WHO

All staff working in New Hampshire:

- K-12 schools
- Licensed child care settings
- License-exempt settings enrolled with the NH DHHS - Bureau of Child Development
- Municipal or other recreation programs providing before and/or after school, vacation, or summer youth programming
- Head Start and Early Head Start programs
- Youth camps



HOW

There are two paths for Phase 2a vaccinations:

1. At a regional clinic managed by your organization and Regional Public Health Network
2. At a state or hospital run public clinic

WHEN

Important Date for Regional Clinics:

- **March 12th:** Regional vaccination clinics can begin, subject to regional scheduling. Look for more information from your employer

Important Dates for State/Hospital Clinics:

- **March 17th:** Registration opens for Phase 2a vaccination at state or hospital run public clinics
- **March 22nd:** Vaccination appointments start for Phase 2a at state or hospital run public clinics

WHAT DO I NEED TO BRING

At the time of vaccination, all Phase 2a vaccine recipients must bring:

- A driver license or non-driver ID card

And one of the following:

- A payroll check, payroll document, or employment contract showing your employment at a school, childcare facility, or youth camp, dated within the last 60 days.
- A letter on school, childcare facility, or youth camp letterhead stating that you meet Phase 2a eligibility.
- A photo identification card issued by a school, childcare facility, or youth camp



NH DIVISION OF
Public Health Services
Department of Health and Human Services





Safer at Home

DAY CAMPS

COVID-19 REOPENING GUIDANCE

GOVERNOR'S ECONOMIC REOPENING TASKFORCE



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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](#).

NOTE: You do NOT need to quarantine for 10 days or get tested for COVID-19 if either of the following apply:

1. You are fully vaccinated against COVID-19 and more than 14 days have passed since you received the second dose of your COVID-19 vaccine.
2. You have previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (if you had a previous infection that was more than 90 days ago, you must still follow all quarantine requirements)

General Guidance:

1. All day camp staff must wear face masks over their nose and mouth when indoors at day camp facilities and when outdoors and around other people in settings where 6 feet of social distancing is not able to be consistently maintained.
2. Masks should NOT be put on babies and children under the age of two because of the danger of suffocation.
3. Children two years of age and older, especially older children and teenagers, should wear face masks at all times when within the facility and around other people, unless there is a valid medical or developmental reason a child cannot wear a face mask (per CDC guidance), or if a child is unable to be compliant with face masks even after staff and parents/guardians work with the children to gain compliance. Providers should work with children 2 years of age and older to help them understand the importance of face masks and gain compliance with use while at the day camp facility.
4. All adults dropping children off at day camp shall 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.
5. Staff and children should practice frequent hand hygiene:
 - a. 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.
 - b. Alcohol-based hand sanitizer should be made readily available and should be carried by staff at all times.
 - c. Always wash hands with soap and water if hands are visibly dirty.
 - d. 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



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- 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).
- e. 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.
6. Advise children and staff to avoid touching their eyes, nose and mouth with unwashed hands.
 7. 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.
 8. Children and staff should be reminded to maintain a distance of at least 6 feet from others whenever possible.
 9. If there is a person with COVID-19 identified who has been present at a day camp facility, the day camp must contact and report the case to the NH Division of Public Health Services', Bureau of Infectious Disease Control (BIDC) at 603-271-4496.

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. Staff must be provided with education and training around safe practices as it relates to social distancing, face mask use, hand hygiene, sanitation (cleaning and disinfection policies), illness policies, and other guidance outlined in this document and the NH [Universal Guidelines](#).
3. Restrict non-essential visitors, volunteers, and activities involving other groups.
4. Staff must be screened for elevated temperature, symptoms of COVID-19, or risk factors of COVID-19 before each shift as outlined in the NH [Universal Guidelines](#). Anyone with any new or unexplained symptoms of COVID-19 or identified risk factors are not allowed into the facility.
5. Children entering day camp should also be screened for elevated temperature, symptoms of COVID-19, or risk factors of COVID-19 before entering the day camp following the same guidance and questions outlined (for employees) in the NH [Universal Guidelines](#). Anyone with any new or unexplained symptoms of COVID-19 or identified risk factors are not allowed into the facility.
6. Require all staff to report any [symptoms of COVID-19](#), travel, or close contact to a person with COVID-19 to supervisors prior to beginning their shifts or during their shifts if symptoms arise.
7. Persons with any new or unexplained [symptoms of COVID-19](#) should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate](#) at



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- home until they meet criteria outlined in the NH [Universal Guidelines](#) (i.e., the person has met CDC criteria for [discontinuation of isolation](#), or they have tested negative AND at least 24 hours have passed since their last fever off any fever reducing medications, and other symptoms have improved).
8. Asymptomatic persons who report close contact to someone with COVID-19 or who have a travel-related risk must [self-quarantine](#) for at least 10 days from their last exposure or return from travel.
 - a. See NH [Travel Guidance](#) for requirements about travel-related quarantine.
 - b. Day camps must review and follow NH's [Employer Travel, Screening, and Exclusion Guidance](#)
 - c. NOTE: a person does NOT need to quarantine for 10 days or get tested for COVID19 if either of the following apply:
 - i. Person is fully vaccinated against COVID-19 and more than 14 days have passed since receiving the second dose of your COVID-19 vaccine.
 - ii. Person has previously tested positive for active COVID-19 infection (by PCR or antigen testing) in the last 90 days (a person with previous infection that was more than 90 days prior must still follow all quarantine requirements)
 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.

Pick-up and Drop-off:

1. 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.
2. 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.
3. Limit close contact and avoid coming within 6 feet with parents as much as possible and have day camp staff greet children outside as they arrive.
4. Each child's belongings should be labeled and kept separate from others' belongings. Water bottles and food or drink related items should not be shared or touched by other children. Belongings should be taken home each day.

Social Distancing Strategies:

1. Day camps should attempt to divide staff and children into small groups of ideally no more than 10-15 people total per group (including children and staff). Group size must not exceed 20 people. Camps should look to split groups larger than 20 individuals into two smaller groups. Small group sizes will help to limit COVID-19 transmission if someone is found to be infected.



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2. Consistently keep the same groups of children and staff and avoid intermixing or interaction between groups during the day (e.g., at opening and closing, during lunch, outdoor play, etc.) Do not move children between groups. Staff should not float between groups (unless necessary for activity instruction where one person teaches multiple camp groups).
3. Schedules should be created to allow enough time for groups to move between activities without interacting with other groups.
4. 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.
5. Space seating and activities so that children are at least 6 feet apart, whenever possible.

Activities:

1. Conduct activities outside as much as possible, if weather permits.
2. Avoid shared equipment and supplies, if possible, otherwise common use items should be cleaned and disinfected after each use and before another group uses same equipment and supplies.
3. Games and activities should be designed to allow for social distancing.

Avoid field trips and special performances.

Meal and Snack Time:

1. Keep group size small and do not commingle groups during meal time. If needed, have more than one time for meals and snacks to split the group or seat children every other seat to create more space; no sharing of food, drink or utensils.
2. Supervising staff and Children should be seated at least 6 feet apart when eating a snack or meal.
3. Meal and snack time should occur outside whenever possible.
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. Any food service offered at a day camp must follow the NH [Food Service Industry](#) guidance.
7. Campers and staff need to bring their own water bottles. No shared water jugs.
8. Children and staff must clean/sanitize hands immediately before and after eating.

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. If windows are unable to be opened due to the weather, then increase vehicle ventilation by bringing in outdoor air through the vehicles air system. Internal air must NOT be recirculated.
3. Ensure an orderly boarding and disembarking process that avoids close contact between people.



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4. Transportation vehicles must be cleaned and disinfected after each use. Refer to CDC's guidance on [cleaning and disinfection for non-emergency transport vehicles](#).

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.
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 disinfectants that are on EPA's [list of disinfectants for COVID-19](#).
 - b. Use the proper concentration of disinfectant.
 - c. Maintain the disinfectant for the required wet contact time.



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- d. Follow the product label hazard warnings and instructions for personal protective equipment (PPE) such as gloves, eye protection, and adequate ventilation.
 - e. 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.
 - f. 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.

Additional Facility Considerations:

1. Ensure building ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening screened windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., temperature, inclement weather, insects, and allowing pollens in or exacerbating asthma symptoms) to children at the facility.
 - a. See CDC guidance on improving [ventilation in buildings](#).
2. Ensure potable and process water plumbing systems are appropriately readied prior to camp in accord with CDC and local health department guidance to minimize the risk of diseases associated with waterborne pathogens.

