

# COVID19 TRAINING

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## REGISTRATION

1. All parents are informed of policies regarding sick children
2. All parents are also informed we can not guarantee covid19 or other illness will not be passed around at camp
3. Registration day line will be kept 2 meters apart
4. Registrar and parents will be kept safe with the installation of plexi glass at the tuck shop
5. Each camper temperature is checked, recorded, and they are looked at for signs or symptoms every day
6. A pickup book will be designated to each family for the week of camp, leaders will be trained how to sign for if their kid was picked up by the right person
7. Campers will be dropped off and picked up in the same place everyday

## HIRING STAFF

1. All staff are encouraged to properly social distance for 1 week prior to staff training
2. When staff arrive, they will be check for symptoms and temperatures (this will be recorded)
3. Staff must be aware of the new changes made at camp, and that they are expected to follow for everyone's safety

## GENERAL

1. We ask that all personnel on camp property follow the safety rules in place to keep everyone healthy and safe
2. Please keep a 2-meter distance when possible
3. Practice a good routine of hygiene like washing hands, brushing teeth, showering etc.

## LOST AND FOUND

1. They will be returned to the area of lost and found by a designated person wearing PPE
2. If lost and found is left in cabin, then leave there to return to the camper if they are coming the next day

## CABINS

1. Cabins are sanitized before and after each camp by the cabin cleaning policy
2. Cabins are sanitized and cleaned twice a day, leaders will be monitored during this process
3. Pick up and drop of sites will be permanent all summer

## CAMPER RULES

### LEADERS

1. Love all your campers safely
2. Remember good hygiene for yourself and campers
3. Head cabin leader will be assigned to make sure all paper is returned at the end of each day to the proper area

4. Know if you are feeling sick to check in with the first aid attendant, do not spread fear in the process
5. Be calm about the matter at hand do not make jokes about the situation in the world

### **CAMPERS**

1. Campers will be told at the beginning of camp some rules to follow during the week
2. Encourage good hygiene for all campers
3. Backpacks can be stored in their designated cabin
4. Make sure they are using only your cabins bathroom
5. Love them safely

### **DINING HALL**

1. Everyone is to wash or sanitize hands before entering the dining hall
2. During serving everyone is remain behind the line posted
3. Trained staff by using dining hall procedures are the same all week
4. After each meal, high touched areas will be sanitized
5. No one is allowed in the dining hall without permission
6. Water during the day will be served outside with disposable cups, before touching the water area leaders are to sanitize properly and serve their campers
7. Please refrain from sharing food

### **SERVING**

1. All servers must wash their hands and put up any long hair before entering the kitchen
2. Once in the kitchen they will place on an apron, gloves and a mask then stand to serve.
3. Servers will speak as clear as possible to campers and staff, telling them what item they serve for the meal, once they are done serving their part they will pass the plate along until it reaches the person at the end
4. All self serve items will be removed from meal times
5. Seconds will be served by a designated person going around to each table with an item and asking who would like more of the item then placing it on their plate without touching them or their plate
6. Bins will be placed on tables filled with hot soapy water, a designated leader from that cabin will make sure all plates are washed fully front and back before leaving them on the table to be removed by dish washers

### **MEALTIME SET UP**

1. Tables will be set up with a jug of water, cups, napkins and cutlery, bin with hot soapy water
2. Refills of water will be done by a designated person by filling a clean jug and pouring into the other jug without touching it

### **PPE**

1. Gloves
2. Goggles
3. Surgical or cloth mask

4. Apron and or lab coat

#### **SAFE GLOVE REMOVAL**

1. Demonstrate how to properly remove gloves to prevent the spread of germs
2. Safe glove removal will be posted where it is applicable
3. Putting up signs for safe glove removal

#### **MASKS**

1. Putting up signs of how to safely remove masks
2. Knowing which masks are available for use
3. Masks are around for usage

#### **HANDWASHING**

1. All Staff and campers will follow a safe hand washing procedure
2. Signs will be posted in designated areas

#### **KITCHEN**

1. Only authorized staff may enter the kitchen
2. Kitchen policy will be followed, with the add on of during serving times they always have a mask, apron, and gloves on
3. All items worn as protective equipment in the kitchen are removed before leaving the kitchen

#### **DELIVERIES**

1. Deliveries will be placed in the back of truck by designated personnel
2. Designated staff who have washed their hands will help unload deliveries

#### **STAFF ROOM**

1. Staff room will be open
2. Remain a safe distance from one another during the week
3. Do not use the basement bathrooms
4. Always leave the staff room cleaner than you found it
5. Highly touched surfaces will be cleaned twice a day

#### **BATHROOMS**

1. Everyone is told which bathrooms they can use
2. Bathrooms are sanitized twice a day
3. Everyone is to follow safe hand washing procedures as posted

#### **CAMP VEHICALS**

1. No usage will be permitted, unless you have been granted access by director
2. Vehicles will not be insured but if there is usage you must follow the vehicle policy stated in the main maple springs policy book

#### **TUCK**

1. Tuck will be bagged and marked for each individual person every day
2. Designated tuck coordinator will wear a mask and gloves when bagging candy
3. Wash hands before serving tuck, always wear gloves and mask before delivering to cabins
4. Leaders will be taught how to fill out the new tuck sheet
5. Any mistakes will be handled by one leader alone during tuck time, please have all information before coming to the Dining hall steps

#### **LAUNDRY ROOM**

1. Only authorized staff will be allowed to enter the laundry room if you need something ask a full-time staff person
2. Sanitize after using the laundry room on the weekends

#### **LEAVING CAMP PROPERTY**

1. Practice safe handwashing procedures always
2. Refrain from overly touching your face, nose, or mouth during your leave
3. Please keep the 2-meter distancing when in the community
4. Respect other establishments rules and regulations

#### **ACTIVITIES**

1. Cabin groups will stick together and will rotate through activities as told by program

#### **STAYING OVERNIGHT FOR STAFF**

1. Continue to only use the bathroom in the cabin you are designated
2. Refrain from entering anyone else's cabin
3. Staff will be asked to go home if they are not leading the next week, and staff will be asked to not arrive until the day of camp week they are leading
4. With special permission granted a designated staff will overlook the weekend
5. Designated areas will be allowed to be used when stated by full time staff
6. Kitchen use will be designated before the weekend begins
7. Dining hall will be kept locked to keep sanitization

#### **FIRST AID**

1. Inform first aid of any illness or questionable symptoms
2. Do not enter the first aid room without permission
3. First aid attendant will follow cleaning policies as posted
4. First aid attendant will wear gloves and a mask when dealing with campers or other staff up close

#### **MEDICATIONS**

1. Medications will be given at the beginning of the week
2. Meds will be given during the designated times through the food service line or other

3. Staff will give medications to first aid and they will be handed out accordingly

#### **QUARANTINE AREA**

1. This area will be slightly used in hopes pick up time will be less than an hour
2. Cabin will be designated for illness only
3. Kitchen will be locked
4. The cabin will consist of wipeable surfaces only
5. If you are to enter the cabin you must be wearing the proper PPE equipment

#### **POOL**

1. Follow all pool rules
2. Program is following covid19 rules for designing pool time
3. Toys will not be allowed in the pool
4. Life jackets will be used only when necessary, the designated person using the life jacket will have an area to hang up their jacket, jacket will also be labelled with the persons name to prevent swapping of jackets
5. A designated staff member will clean highly touched areas after pool time is over such as foot washing stations, gate etc.