

# KIDS AFTER HOURS

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## Best Practices for Managing Health & Safety

Summer 2020





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## About Our Policies & Procedures:

Dear Parents & Families,

Our primary goal at all times is the safety and health of our staff and kids while at Kids After Hours. We have changed many of our policies and practices to provide the safest care and programming possible. These policies and practices have been recommended by the American Academy of Pediatrics, the Center for Disease Control, National Resource Center For Health and Safety In Child Care and Early Education, and MSDE licensing regulations.

As new and better information arises we will be adjusting accordingly. **\*\*Please keep in mind this is a WORK IN PROGRESS!\*\*** And, as always, if you have any questions or suggestions to better our program, we are always happy to hear them!

Tammy & Bob Sickels

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### Our Guiding Principles:

We Help Everyone  
We Care Always  
We Have Fun doing it!

# Overview of the Camp Day

- **Groups:** Kids will be grouped with staff (no more than 15 total in one group) Each group will travel together in the same van each day. For traveling camps: when they travel, at least 2 vans will go to the same location (but remain separated).
- **Day Camp Activities :** Kids will stay with their group throughout the day, doing arts and crafts, science experiments, gym games, water activities, and more! Kids will be able to be in their homeroom classroom, in the gym, All Purpose Room and outside with their group. No two groups will be inside the same space, or using the same playground at the same time.
- **Adventure & Travelin' Teens Activities:** Kids will stay with their group throughout the day at all locations! Activities will depend on the location but can include: swimming, hiking, scavenger hunts, group games, team building challenges, tubing.
- **Kid's Stuff:** For KAH Day Camp, children's things will remain in their homeroom classroom each day in a designated area (this includes their lunches). While they may take things from their bags to use (ex. towel for water activities), the bulk of their belongings will stay in the room to avoid contact with other kids. For Traveling programs, belongings will remain in their vehicle unless they need it on the trip. Kids should bring their stuff along with them each day, including:
  - MASKS (multiple encouraged)
  - Sunscreen (THEIR OWN LABELED)
  - Lunch EVERYDAY
  - Bathing Suit
  - Towel

- Close-Toed Shoes
  - Adventure/ Traveling Teens:  
\$\$\$ (optional)
  - Skate Camp: helmet, pads & skateboard
- **Camp Materials:** when possible, each group will have their own set of supplies. All supplies (ex. Balls, cards, games) will be cleaned and sanitized after each use.
  - **KAH Staff:**
    - All staff will be required to follow hand washing procedures as stated.
    - All staff must check their temperature upon arrival, their temperature must be below 100.4 degrees F.
    - All staff are required to attend training on cleaning and sterilization of equipment, as well as the rest of the protocols mentioned in this document.
    - All staff will be responsible for cleaning and sanitizing for their group. The more everyone is cleaning, the better!
    - For extra accountability staff will document their cleaning on a posted checklist

## Drop off & Pick Up:

### Curbside Drop off/Pick up

- We ask that all families drop off and pick up from their vehicles.
- KAH staff will be outside to assist with drop off/pick up as well as take children's temperature upon arrival (children's temperature must be below 100.4 degrees F)
  - We will be using forehead infrared non-contact thermometers which will be wiped after each use.

- Staff will be trained on recognizing symptoms according to CDC standards <https://www.cdc.gov/flu/pandemic-resources/index.htm>
- Temperature & symptoms will be logged.
- All KAH staff will be required to wear a mask at all times.
- Ideally, the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk.
- Please be patient with us, for the safety of our staff and kids this process may take a little bit longer than you are used to!

## Before Coming to Camp

- We ask that all forms be filled out online before your child comes to camp (we will only be accepting medical forms as paper copies)

# Cleaning & Sanitizing:

- Staff will be trained on cleaning/disinfecting based on CDC and MSDE licensing guidelines (<https://www.cdc.gov/flu/school/cleaning.htm> )
- Cleaning schedules will be posted, and signed by staff as they are done. These lists will include:

- |             |               |            |
|-------------|---------------|------------|
| ○ Van seats | ○ Walkie      | ○ Toys     |
| ○ Handles   | Talkies       | ○ Activity |
| ○ Phones    | ○ Changing    | Materials  |
|             | Tents         |            |
| ○ Tables    | ○ Light       | ○ Handles  |
| ○ Doorknobs | switches      | ○ Desks    |
|             | ○ Countertops |            |

- Toilets
- Faucets
- Sinks
- Chairs
- Sofas
- Changing Tents

## Clean and Sanitize Materials


- Materials that cannot be cleaned and sanitized will not be used.
- Materials will not be shared with other groups, unless they are washed and sanitized before being moved from one group to the other.
- Materials that need to be cleaned will be set aside in a designated area.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional
- cleaning or disinfection procedures.

## Handwashing Procedures

- Staff and kids will be expected to follow the CDC handwashing guidelines, these will be posted around the center <https://www.cdc.gov/flu/school>
- Everyone in our program must wash their hands before and after each activity and every 30 minutes. If the group is on a hike, or in a location without sinks, they will use hand sanitizer.

## Social Distancing Procedures

- The most important part of our social distancing is keeping strict cohorts. Once kids and staff are in their small groups of 15 they are allowed to slightly relax their social distancing when needed **among**



**their group.** With ANYONE else (other KAH kids and staff included) they will be following safe social distancing practices.

- Parents & Families, we ask that you stay in your cars during pick up & drop off. We will be happy to have staff come to you if you have any questions or concerns. If you must get out of your car for whatever reason, YOU MUST HAVE A MASK COMPLETELY ON!!! Please remember to stay a safe distance (at least 6 feet) from others. You also must remain with a KAH staff member at all times.

## Inclement Weather

- Even in rainy weather, curbside pick up/drop off will continue to happen outside under tents. If there are storms, check-ins will be done right at the entrance of the building, preferably multiple entrances (this will vary GREATLY depending on the school)
- If there is inclement weather, groups will remain separated in different rooms (classrooms) throughout the school building.
- Any extra spaces used will need to be cleaned and sanitized.

## Bathrooms

- Each group has to have their own bathroom if the building allows (at the very least designated stalls & sinks).
- Only one child in the bathroom at a time.
- Bathrooms will be cleaned and sanitized regularly.

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## Travelin' Teens/Adventure Camp Traveling Procedures:

- All windows that can be open, should be open
- Vans may only hold the people from the same group.
- Vans will be sanitized and disinfected every time the entire group leaves the vehicle to go to their activity. This will be done by our support staff.
- Kids and staff must wear their masks when inside the vans, and throughout the day.

## Children that are experiencing symptoms:

- A child who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing, body aches, chills, runny or stuffy nose, sore throat or shortness of breath will be sent home.
- There will be posters/signs with visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Children that are not feeling well will be isolated from the other children and a family member must pick them up within 45 minutes. Where children are isolated will vary depending on location. If they can be transported safely back to their pick up location, they will.
- Children may return to camp when they have had no fever for at least three (3) days without taking medication to reduce fever during that time; AND Any respiratory symptoms (cough and shortness of breath) have improved for at least three (3) days; AND At least seven (7) days have passed since the symptoms began.

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## Staff or Child determined to have COVID-19

- Any staff or child exposed to a person diagnosed with a confirmed or probable case of COVID-19 may not work or attend camp until they have completed self-quarantine following the CDC guidelines. Persons who have recovered from COVID-19, must be cleared for release from isolation according to CDC guidelines.
- If a group has a staff member or a child that is found to have a confirmed or probable case, the entire group must self quarantine.
- If a staff member or a child develops symptoms of COVID-19 during camp, we will safely isolate the person and place a mask or face covering. Followed by contacting the parent/guardian and arranging for safe transportation to a healthcare facility or home.
- The vehicle may not be used by any other kids and staff for at least 5 days, and must complete extra cleaning and disinfecting.

## Still Have Questions?

Feel free to call Bob or John with any questions you may have!

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