



**Radnor Township Recreation & Community Programming Department**  
**Health & Safety Operating Procedures**  
**Radnor Day Camp – Radnor Activity Center Summer 2021**

**\*Radnor Middle School, Radnor Elementary School, or an alternative site may also be utilized in 2021 – all of the following policies and procedures will apply to any Radnor Day Camp sites that are added.**

As the Recreation & Community Programming Department continues to closely monitor the rapidly changing situation and information provided by the federal, state and local county agencies including the CDC (Centers for Disease Control and Prevention), the PA Department of Health, and the Governor of Pennsylvania regarding COVID-19, our goal is to deliver Radnor Day Camp in accordance with the guidelines that have been put forth by these agencies. Internally, our Department is working with the Radnor Township Office of Emergency Management as well as Township risk and legal consultation, relative to these guidelines as we are committed to keeping everyone safe at our program this summer. *As changes and new information is put forth by these agencies, we are prepared to respond and adapt accordingly to the best of our abilities. As substantial information impacts the following procedures, updates will be communicated. Please know this situation and the corresponding guidelines are constantly evolving. This, along with other factors, may result in the closure of part, or our entire program at any time. Camper health and safety, along with that of our camp families, will remain a top priority for us this summer.*

Please see below for more information on what to expect at camp and the guidelines we will be following as of the posting of this document on Wednesday, March 3, 2021. The document below in black font is taken directly from the CDC (Centers for Disease Control and Prevention) Suggestions for Youth and Summer Camp website that was posted on January 4, 2021 and includes various links that provide more information. [You can also visit the CDC website by clicking here to retrieve this information.](#) Annotations in red font represent the Recreation & Community Programming Department’s expectations for how this guidance will be followed as it relates to Radnor Day Camp for the summer 2021. Any modifications or new information will be evaluated, incorporated, and communicated as necessary. In addition, we have also referred to the [Pennsylvania Department of Health Summer Recreation, Camps and Pools Frequently Asked Questions](#).

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# Suggestions for Youth and Summer Camps

Updated Jan. 4, 2021

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As some communities in the United States begin to convene youth camps, CDC offers the following suggestions for ways in which camp administrators can help protect campers, staff, and communities, and prevent the spread of COVID-19. Camp administrators can determine, in collaboration with [state and local health officials](#), whether and how to implement these considerations, making adjustments to meet the unique needs and circumstances of the local community. Implementation should be guided by what is feasible, practical, acceptable, and tailored to the needs of each community. These suggestions are meant to supplement—**not replace**—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which camps must comply.

### Guiding Principles to Keep in Mind

The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in youth camp settings as follows:

- **Lowest Risk:** Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., city, town, county, community).
- **More Risk:** Campers mix between groups but remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Even More Risk:** Campers mix between groups and do not remain spaced apart. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Highest Risk:** Campers mix between groups and do not remain spaced apart. All campers are **not** from the local geographic area (e.g., community, town, city, or county).

The Camp site is located within the geographic areas of the Township where campers reside and will consist of the use of Radnor Activity Center in downtown Wayne. An additional location within Radnor Township may be added and used as possible in order to accommodate and/or balance the number of campers taking part in camp. Campers may be asked to move to a different location at any time in the interest of health and safety and achieving this balance. This will be communicated in advance with parents.

Campers and their corresponding staff members will be 'cohorted', that is, placed into small groups, based on their September 2021 grade, that will stay together within that camp group each day and for the entire duration of camp. The size of each group will not exceed more than 25 including all group staff members and special needs support staff members. Groups will maintain a staff member to camper ratio of 1:10 – this number may be slightly lower for younger campers and slightly higher for older campers. The number of groups will be determined through the final registration process for campers and will be regulated based on the current capacity regulations for indoor use as applied to Radnor Activity Center.

Radnor Activity Center will be used for a rotation of limited group activities each day and for all groups when there is inclement weather. Each camp group will be separated from the other camp groups throughout the entire day except for times when all campers are inside the building for inclement weather. While inside, staff will keep the campers separated within the space but within their groups. During all times of usage within the building, constant efforts will be made to social distance of 6' or more. In addition, a one-way in, one-way out entrance-exit system will be used relative to the building to keep groups from overlapping with one another while exiting and entering.

Daily arrival (and dismissal) will be structured and staggered within a pre-communicated, definite time frame and your camp group will be assigned a specific arrival time frame within which it will be very important for you to arrive. Daily group arrival time frames will be staggered to avoid group overlaps. You will be provided with an ingress/egress plan for the camp site that will include a specific drop off location for your camper. Signage will be posted at the camp site. Campers will NOT be accepted outside of the arrival time frames. This is due to the screening process and procedures that are deployed each day at arrival. Parents/Guardians and Campers will remain in their vehicle the entire time as you enter the drop off location. Each camper (and staff member prior to starting work for the day) will receive a temperature and symptom check assessment before they are permitted to leave their vehicle and enter the camp site. A symptom check assessment includes cough, shortness of breath, diarrhea, fatigue, headache, muscle aches and pains, nausea, loss of taste or smell, sore throat, vomiting, or the overall not feeling like yourself. Assessment information will be logged each day. Any camper registering a temperature of 100.4 degrees or more will not be permitted to attend camp or return to camp for at least 72 hours and until their temperature checks below 100.4 ([please see the following at the CDC website regarding 'When You Can be Around Others'](#)). You should consult with your doctor immediately for further guidance. Upon meeting the temperature check requirements, the camper will be permitted to enter the camp site and will be assigned to a designated daily welcome area. Each group will have its own designated and separate daily welcome area. Parents/Guardians that walk their camper to/from camp must remain in the parking lot at all times. The camper will receive their temperature and symptom check assessment in the parking lot by a camp staff member.

At any time prior to or during the camp operating period, it is the responsibility of the camp family to disclose if there has been a Covid-19 diagnosis or exposure either by any family member living in the household or by the camper. In addition, they are asked to inform us of any recent travel abroad by any family member living in the household or by someone visiting the household.

The Camp Director(s) will serve as the primary contact for camp. Parents/Guardians will be provided with the camp cell phone number prior to the start of camp, along with a list of contact information for the Recreation Department Staff. The Director of Recreation will be responsible for coordinating with the Camp Director and Recreation Department Program Supervisor in responding to all COVID-19 concerns and interfacing directly with the Township Health Officer.

Once at the camp site, efforts to maintain a social distance of 6' will be made at all times by staff for campers. It may not be possible to maintain a definitive 6' social distance at all times but efforts will constantly be made by staff to be creative and vocal in this area. On the first day of camp, these guidelines will be reviewed with examples. The daily welcome area will be outdoors and allocated to allow for extra space and spreading out. The daily welcome area will also serve as the daily departure area at the end of the day where the same procedures will be deployed. Exceptions to this will be during times of inclement weather when campers will be inside at Radnor Activity Center then walked out to the parent pick up area.

From the daily welcome area, campers will proceed through several designated activity areas that will be pre-assigned for the staff members where they will conduct low/no contact games and activities. These areas will consist of both active and passive activities and games. Campers will each be asked to bring a swim towel each day where they can sit – campers will be spread out at a minim of 6' distances during this time on their towels. There will be at least one activity area that will have a painted, designated grid outlined and/or dots on the grass to define distinct camper zones for various activities. Please refer to the [Radnor Day Camp Frequently Asked Questions](#) document for more information on what to bring each day along with activities.

Radnor Day Camp will have the exclusive use of Radnor Activity Center and the adjacent outdoor recreational areas. Usage will not be permitted to other groups during the camp time frame. Bathroom access will be located inside Radnor Activity Center. Usage will be restricted to one person at a time permitted inside the bathroom – exceptions will be for medical or other circumstances when assistance by staff is necessary. In these instances, two-deep staff leadership will be deployed.

At the beginning of camp, staff members will conduct group trainings and there will be demonstrations on behaviors and precautions campers should abide by to prevent the spread of COVID-19, including:

- When it is appropriate to stay home.
- What symptoms to look out for and when to report them and to whom.
- How the virus can spread and how to prevent it from spreading.
- What the camp is doing to protect campers from getting sick.
- How and when to effectively wash and sanitize hands along with when to take breaks to do so.
- How to practice social distancing in various settings at camp.
- What the appropriate coughing and sneezing etiquette looks like.
- Appropriate ways to use, remove and wash masks.
- Other camp-specific policies or guidelines.

We will ask that all parent/guardians speak with their camper before attending camp to remind them of the importance of trying to maintain safe social distances from other campers and staff members, along with reviewing the procedures and information contained within this document.

Please refer to the Radnor Day Camp Site Aerial Map for an overview and anticipated layout – this document will be provided prior to the start of camp.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as [handwashing](#), [staying home when sick](#)) and environmental [cleaning and disinfection](#) are important principles that are covered in this document. Fortunately, there are a number of actions youth camp administrators can take to help lower the risk of COVID-19 exposure and spread during camp sessions and activities.

### **Promoting Behaviors that Reduce Spread**

Camp administrators may consider implementing several strategies to encourage behaviors that reduce the spread of COVID-19.

- **Staying Home when Appropriate**
  - Educate staff, campers, and their families about when they should [stay home](#) and when they can return to camp.
    - Actively encourage employees and campers who are sick or have recently had a [close contact](#) with a person with COVID-19 to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.
    - [Employees and campers should stay home](#) if they have tested positive for or are showing COVID-19 [symptoms](#).
    - Employees who have recently had a [close contact](#) with a person with COVID-19 should also [stay home and monitor their health](#).
    - CDC's criteria can help inform when employees should return to work:
      - [If they have been sick with COVID-19](#)
      - [If they have recently had a close contact with a person with COVID-19](#)

Any camper or staff member registering a temperature of 100.4 degrees or more will not be permitted to attend camp or return to camp for at least 72 hours and until temperature checks below 100.4 ([please see the following at the CDC website regarding 'When You Can be Around Others'](#)). You should consult with your doctor immediately for further guidance. Campers and staff who have tested positive for or are showing signs of Covid-19 must not come to camp. In addition, campers or staff who have had close contact with a person with Covid-19 should also stay home and monitor their health – please click on the above link for more information on this.

Campers and staff are asked to stay home if they are not feeling well. We also ask that any parents/guardians who are not feeling well not approach the park site. Not feeling well can be defined by having a fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches and pains, nausea, loss of taste or smell, sore throat, vomiting, or the overall not feeling like yourself.

Click on the links above for more important information related to when to stay at home.

- **Hand Hygiene and Respiratory Etiquette**

- Teach and reinforce [handwashing](#) with soap and water for at least 20 seconds and increase monitoring to ensure adherence among campers and staff.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- Encourage staff and campers to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older campers who can safely use hand sanitizer).

Radnor Township Recreation's contracted cleaning company is responsible for maintaining the cleanliness of Radnor Activity Center each night to ensure that they are cleaned and sanitized daily, before camp begins, along with having appropriate supplies such as toilette paper, paper towels, hand soap, and disinfectant sprays/towelettes. Staff members will monitor the availability of these items and ensure that items are refilled as needed along with performing any additional cleaning that may be necessary. Extra supplies will be made available. If at any time sufficient facilities or supplies cannot be maintained, the site may be temporarily or permanently closed.

Hand sanitizing units with a touchless sensor will be available at camp. In addition, campers will also be asked to bring their own hand sanitizer each day to ensure availability and usage when away from the camp's hand sanitizer unit.

Campers will wash their hands at the start of each day. Campers will be reminded and monitored to wash with soap and water for at least 20 seconds. Staff members will instruct campers on proper handwashing techniques.

Tissues will be available at the camp site. In addition, campers will also be asked to bring their own pack of tissues each day to ensure availability and usage when away from the location of the camp's tissues. All used tissues must be thrown away immediately and campers must wash their hands or use hand sanitizer immediately.

Campers will be encouraged to step away from the group setting when having to sneeze or cough. Sneezing and coughing should be muffled into the elbow. We ask that parents/guardians please reinforce these practices at home in advance of the start of camp.

- **Masks**

- Teach and reinforce the use of [masks](#). Masks may be challenging for campers (especially younger campers) to wear in all-day settings such as camp. Masks should be worn by staff and campers (particularly older campers) as feasible, and are **most** essential in times when physical distancing is difficult. Information should be provided to staff and campers on [proper use, removal, and washing of masks](#).
  - Note: masks should **not** be placed on:
    - Babies or children younger than 2 years old
    - Anyone who has trouble breathing or is unconscious
    - Anyone who is incapacitated or otherwise unable to remove the cover without help

[Masks](#) offer some protection to the wearer and are also meant to protect those around the wearer, in case they are infected with the virus that causes COVID-19. Masks are not surgical masks, respirators, or other medical personal protective equipment.

Campers and staff will be required to bring their own mask to camp each day for wear. Their mask should be comfortable and secure with fit over the whole mouth and nose. Surgical face masks will be available each day at camp for anyone who loses or breaks a mask. Gaiters, balaclavas, scarfs, and bandanas are not permitted.

Campers and staff will be expected and required to wear a mask at all times during camp with limited exceptions. Campers and staff must wear a mask at all times while indoors. Campers and staff must wear a mask when they are within 6' of others even when outdoors and during activities even when they are outdoors. Limited exceptions include times such as when campers are eating lunch or when short mask breaks are needed while engaging in rigorous physical activity while outside. Participant exceptions for wearing a mask at camp as defined in Section 3 of the Order of the Secretary of PA Department of Health Requiring Universal Face Coverings should be disclosed in the Camper Information Form and discussed with Recreation Department staff prior to the start of camp.

See [Updated Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings](#).

- **Adequate Supplies**

- Ensure you have accessible sinks and enough supplies for people to clean their hands and cover their coughs and sneezes. Supplies include soap, a way to dry hands (e.g., paper towels, hand dryer), tissues, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), disinfectant wipes, masks (as feasible), and no-touch/foot pedal trash cans (preferably covered).

Supplies will be available at camp in order to maintain the camp site, including no-touch, open drop trash cans.

- **Signs and Messages**

- Post [signs](#) in highly visible locations (e.g., camp entrances, dining areas, restrooms) that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs such as by [properly washing hands](#) and [properly wearing a mask](#).
- Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA system
- Include messages (for example, [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families (such as on camp websites, in emails, and through camp [social media accounts](#)).
- Find free CDC print and digital resources on [CDC's communications resources](#) main page.

Signage will be posted and reviewed with campers at each site in accordance with guidelines. Where possible, all signage details and guidelines, images and/or videos will be shared with parents/guardians before the start of camp.

Routine announcements will be made at camp to provide campers with reminders about the corresponding guidelines and procedures.

### **Maintaining Healthy Environments**

Camp administrators may consider implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**

- [Clean and disinfect](#) frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the camp facility and in any [shared transportation](#) vehicles at least daily or between use as much as possible. Use of shared objects (e.g., art supplies, nap mats, toys, games) should be limited when possible, or cleaned between use.
- Develop a schedule for increased, routine cleaning and disinfection.
- If transport vehicles (e.g., buses) are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, masks). To clean and disinfect school buses or other transport vehicles, see guidance for [bus transit](#).
- Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products securely away from children. Use products that meet [EPA disinfection criteria](#).
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Use gloves when removing garbage bags or handling and disposing of trash. [Wash hands](#) after removing gloves.

As noted above, Radnor Activity Center will be maintained and serviced prior to the start of camp each day. This includes all bathrooms, communal spaces and frequently accessed areas and equipment. Staff members will give extra attention to frequently touched areas such as bathroom door handles, sink levers, door latches and other determined areas and they will be cleaned routinely during the camp time frame. The sharing of supplies will be minimized and limited by one group of campers at a time as possible. Extra attention will be also given to clean and sanitize supplies in between usages. Cleaning supplies will not be sprayed in proximity to campers. At the conclusion of each day, camp supplies will be sprayed with a disinfectant sprayer to disinfect all surfaces and equipment. All cleaning supplies will be stored and access to this area will be restricted for entry by campers at all times.

Drinking fountains will be restricted for camper access during camp and campers are required to bring their own water each day.

If applicable, all camp transportation will be provided by the Radnor Township School District Transportation Department and their school buses. Excursions will be optional to campers based on interest. Radnor Township School District Transportation follows all established requirements and guidelines for seating capacity, cleanliness and sanitation, mask wearing, social distancing, etc.

- **Shared Objects**

- Discourage sharing of items that are difficult to [clean, sanitize, or disinfect](#).
- Keep each camper's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single camper), or limit use of supplies and equipment to one group of campers at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

Campers are asked to bring a backpack each day in which belongings will be stored. Please refer to the [Radnor Day Camp Frequently Asked Questions](#) document for a list of what to bring each day.

We recommend that parents/guardians also apply sunscreen to their camper before coming to camp. For campers that are unable to reapply sunscreen at camp the spray or dot method will be used – spray bottles will be sprayed on the campers and they will be responsible for rubbing it in; liquid bottles will be ‘dotted’ onto the camper by the staff members and the camper will be responsible for rubbing it in.

Please do not send your camper to camp with electronic devices or any other personal items at this time. If you feel your camper should have the ability to contact you in the event of an emergency, please make sure their phone is always stored in their drawstring bag. Phones will only be permitted for use by campers at camp in the event of an emergency.

Staff members will also be asked to bring their own drawstring bag. In addition, they will be provided with a first aid kit, rubber gloves, spray hand sanitizer, and other essential supplies.

All sports equipment and supplies that may be shared during a game or activity will be disinfected thoroughly each day with a disinfectant sprayer. All items will be dried and prepared for the next day of camp. Bleachers and benches will also be sprayed and disinfected each day, but the usage of these will be minimal.

- **Ventilation**

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling or triggering asthma symptoms) to campers using the facility.

The majority of the camp day will take place outdoors each day for campers. For any campers who have breathing-related medical conditions or allergies, please consult your doctor prior to taking part in camp. Your camper will be exposed to outdoor elements such as fresh cut grass, high pollen, and other allergens while at the park. Please seek proper guidance before sending your camper to camp if they have a heightened sensitivity in this area.

For times when campers will be inside Radnor Activity Center for activities or during times of inclement weather, the air conditioning and ventilation system will be turned on and running to ensure air flow through the facility. Optimal filtration methods have also been implemented at Radnor Activity Center.

- **Water Systems**

- To minimize the risk of [Legionnaires’ disease](#) and other diseases associated with water, [take steps](#) to ensure that all water systems and features (e.g., sink faucets, drinking fountains, showers, decorative fountains) are safe to use after a prolonged facility shutdown. Drinking fountains should be cleaned and sanitized, but encourage staff and campers to bring their own water to minimize use and touching of water fountains.

Drinking fountains will be restricted at camp for camper use and campers will be required to provide their water each day.

- **Modified Layouts**

- Space seating at least 6 feet apart.
- If nap times are scheduled, ensure that campers’ naptime mats are assigned to individual children, are [sanitized](#) before and after use, and spaced out as much as possible, ideally at least 6 feet apart. Place campers head-to-toe to ensure distance between their faces.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.
- Create [social distance](#) between campers on school buses (e.g., seat children one child per row, skip rows) when possible.

Conducting activities outdoors will be a priority at Radnor Day Camp. Social distancing of 6' or more will be continually promoted by staff. Each day, campers will proceed through several designated activity areas that will be pre-assigned for the staff members where they will conduct low/no contact games and activities. Campers will be asked to bring a swim towel each day where they can sit, and campers will be spread out at a minimum of 6' distances. There will be at least one activity area at each camp site that will have a painted, designated grid or dots outlined on the grass to define distinct camper zones for various activities. These camper zones will be divided into 10'x10' play zones. All indoor activities will also require social distancing of 6' or more and designated areas will be allocated in appropriate locations.

- **Physical Barriers and Guides**

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating "one way routes" in hallways).

Directional markings and other indicators will be used and allocated throughout camp including inside Radnor Activity Center to define activity areas and to ensure that groups do not overlap as they traverse and/or are present throughout the camp site.

- **Communal Spaces**

- Close shared spaces such as dining halls and playgrounds with shared playground equipment, if possible; otherwise stagger use and [clean and disinfect](#) between use.
- Follow [CDC's considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19](#).

Radnor Activity Center will be used for a rotation of limited group activities each day and for all groups when there is inclement weather. Each camp group will be separated from the other camp groups throughout the entire day except for times when all campers are inside the building for inclement weather. While inside, staff will keep the campers separated with the space but within their groups. During all times of usage within the building, constant efforts will be made to social distance of 6' or more.

There are no playgrounds at the camp site.

Cafeterias and/or a dining hall will not be utilized for lunch time.

Usage of bleachers and benches will be minimal, but if these spaces are used, they will also be sprayed and disinfected each day and social distancing of 6' or more will be enforced.

- **Food Service**

- Have campers bring their own meals as feasible, and eat in separate areas or with their smaller group, instead of in a communal dining hall or cafeteria. Ensure the [safety of children with food allergies](#).
- Use disposable food service items (utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should [wash their hands](#) after removing their gloves or after directly handling used food service items.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the [safety of children with food allergies.pdf icon](#)

Campers will be asked to bring their own disposable lunch and snacks to camp each day. Your camper's lunch and snacks must be supplied within their drawstring bag. Please try to ensure this is an item that your camper can manage on their own. Staff members will take extra precautions managing this year in not wanting to handle food for their campers. We understand, however, that extra attention may be needed regarding younger campers or campers with special needs. Campers will be asked to wash their hands before they eat. If your camper participates in weekly special lunch day options at camp, each meal will be pre-packaged along with utensils.

### **Maintaining Healthy Operations**

Camp administrators may consider implementing several strategies to maintain healthy operations.

- **Protections for Staff and Campers who are at Higher Risk for Severe Illness from COVID-19**
  - Offer options for staff at [higher risk for severe illness](#) that limit exposure risk (e.g., telework and modified job responsibilities).

Staff and campers who are or are unsure if they are at a higher risk of severe illness from Covid-19 should consult with their medical provider before attending camp.

- Offer options for campers at [higher risk for severe illness](#) that limit exposure risk (e.g., virtual learning opportunities).

Virtual Radnor Day Camp will not be offered as an alternative activity for the summer 2021 (unless substantial adverse impacts from COVID-19 occur).

- For staff and campers: Limit camp attendance to staff and campers who live in the local geographic area (e.g., community, city, town, or county) to reduce risk of spread from areas with higher levels of COVID-19.

Campers and staff from the same geographic local area will attend camp. Once assigned, camper groups will remain the same for the duration of camp and campers from other groups will not mix in with other camp groups.

- Put in place policies that protect the privacy of people at [higher risk for severe illness](#) regarding underlying medical conditions.

Camper and staff information is kept confidential.

- **Regulatory Awareness**
  - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.

The Recreation Department will operate Radnor Day Camp relative to the current regulatory policies that are in place. The Department will also work closely with the Radnor Township Office of Emergency Management in this regard.

- **Identifying Small Groups and Keeping Them Together (Cohorting)**
  - Keep campers together in small groups with dedicated staff and make sure they remain with the same group throughout the day, every day.
  - Limit mixing between groups if possible.

Campers will be assigned a designated group at camp that will stay the same for the entire duration of camp and campers from other groups will not mix in with other camp groups.

- **Staggered Scheduling**

- Stagger arrival and drop-off times or locations by cohort (group) or put in place other protocols to limit contact between cohorts and with other campers' guardians as much as possible.
  - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

Daily arrival (and dismissal) will be structured and staggered within a pre-communicated, definite time frame and your camp group will be assigned a specific arrival time frame within which it will be very important you arrive. Daily group arrival time frames will be staggered to avoid group overlaps. You will be provided with an ingress/egress plan for the camp site that will include a specific drop off location for your group. Signage will be posted at the camp site. Campers will NOT be accepted outside of the arrival time frames. This is due to the screening process and procedures that are deployed each day at arrival. Parents/Guardians and Campers will remain in their vehicle the entire time as you enter the drop off location. Parents/Guardians that walk their camper to/from camp must remain in the drop off area at all times.

- **Gatherings, Visitors, and Field Trips**

- Avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Limit group size to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals not from the local geographic area (e.g., community, town, city, or county).
- Avoid activities and events such as field trips and special performances.
- Pursue options to convene sporting events and participation in sports activities in ways that minimize transmission of COVID-19 to players, families, coaches, and communities.

Camper group cohort activities and events such as those that may entail limited local visitors will take place outdoors and where social distancing of 6' or more can be maintained.

Limited excursions within strict regulations will be evaluated for offering for the summer 2021. If provided, they will be optional to campers.

- **Designated COVID-19 Point of Contact**

- Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them.

The Director of Recreation will be responsible for responding to and communicating all Covid-19 related concerns directly with the Radnor Township Health Officer, including the Radnor Township Office of Emergency Management. Contact information will be provided to all parents/guardians prior to the first day of camp. This person will be the primary contact for parents/guardians, campers and staff and will be able to address any questions and concerns related to the COVID-19 pandemic as related to Radnor Day Camp.

- **Communication Systems**

- Put systems in place for:
  - Consistent with applicable law and privacy policies, having staff and families self-report to the camp administrators if they have [symptoms](#) of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with [health information sharing regulations for COVID-19 \(e.g., see “Notify Health Officials and Close Contacts” in the Preparing for When Someone Gets Sick section below\)](#)[external icon](#) and other applicable privacy and confidentiality laws and regulations.
  - Notifying staff and families of camp closures and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

Camp families are asked to self-report to the Radnor Township Director of Recreation if they have symptoms of Covid-19, a positive test for Covid-19, or have been exposed to someone with Covid-19 within the last 14 days. The Director of Recreation will communicate with the Radnor Township Health Officer. After further review of the situation, the appropriate protocol for restricting portions of the camp to operate or closing the camp entirely will be determined.

- **Leave (Time Off) Policies**

- Implement flexible sick leave policies and practices that enable employees to stay home when they are sick, have been exposed, or [caring for someone who is sick](#).
  - Examine and revise policies for leave, telework, and employee compensation.
  - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- Develop policies for return-to-camp after COVID-19 illness. CDC’s [criteria to discontinue home isolation and quarantine](#) can inform these policies.

- **Back-Up Staffing Plan**

- Monitor absenteeism of campers and staff, cross-train staff, and create a roster of trained back-up staff.

The Recreation Department will do everything it can to have a sufficient amount of back-up staff members available to support and lead camper groups.

- **Staff Training**

- Train staff on all safety protocols.
- Conduct training virtually or ensure that [social distancing](#) is maintained during training.

Camp Staff training will occur virtually as well as in-person on site to acclimate to the site and all related Covid-19, safety, and operational protocols and procedures.

- **Recognize Signs and Symptoms**

- If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and campers (if feasible) safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - Camp administrators may use examples of screening methods in CDC’s supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening campers and CDC’s [General Business FAQs](#) for screening staff.

Campers and staff are asked to stay home if they are not feeling well. We also ask that any parents/guardians who are not feeling well not approach the park site. Not feeling well can be defined by having a fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches and pains, nausea, loss of taste or smell, sore throat, vomiting, or the overall not feeling like yourself. Campers and staff should become familiar with symptom checking before attending camp each day. Staff will also be trained in recognizing signs and symptoms of a sick camper and will respond accordingly (see link above regarding symptom checking).

Campers and staff who have tested positive for or are showing signs of Covid-19 must not come to camp. In addition, campers or staff who have had close contact with a person with Covid-19 should also stay home and monitor their health – please click on the link further above in this document for more information on this.

Camper and staff will receive a temperature and symptom check assessment before they are permitted to leave the vehicle and enter the camp site. A symptom check assessment includes cough, shortness of breath, diarrhea, fatigue, headache, muscle aches and pains, nausea, loss of taste or smell, sore throat, vomiting, or the overall not feeling like yourself. Assessment information will be logged each day. Any camper or staff member registering a temperature of 100.4 degrees or more will not be permitted to attend camp or return to camp for at least 72 hours and until their temperature checks below 100.4 ([please see the following at the CDC website regarding 'When You Can be Around Others'](#)). You should consult with your doctor immediately for further guidance. Upon meeting the temperature check requirements, the camper will be permitted to enter the camp site and will be assigned to a designated daily welcome area. Each group will have its own designated and separate daily welcome area. All screenings and assessments will be logged each day.

- **Sharing Facilities**
  - Encourage any organizations that share or use the camp facilities to also follow these considerations. and limit shared use, if feasible.

Camp facilities will not be shared by other organizations at Radnor Day Camp.

- **Support Coping and Resilience**
  - Encourage employees and campers to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
  - Promote employees and campers eating healthy, exercising, getting sleep, and finding time to unwind.
  - Encourage employees and campers to talk with people they trust about their concerns and how they are feeling.
  - Consider posting signs for the national distress hotline: call or text 1-800-985-5990

These considerations and resources are made available to the general public via the Radnor Township website.

Camp staff members are annually trained in the area of monitoring their own health and safety and these considerations will be incorporated as well.

### **Preparing for When Someone Gets Sick**

Camp administrators may consider implementing several strategies to prepare for when someone gets sick.

- **Advise Sick Individuals of Home Isolation Criteria**
  - Sick staff members or campers should not return to camp until they have met CDC's [criteria to discontinue home isolation](#).

Parents/Guardians are provided with this information – please click the corresponding links above to access this information and review. Any questions or guidance is available by contacting the Radnor Township Health Officer.

- **Isolate and Transport Those Who are Sick**

- Make sure that staff and families know that they (staff) or their children (families) should not come to camp, and that they should notify camp officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.
- Immediately separate staff and campers with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath) at camp. Individuals who are sick should be cared for following [CDC guidance for caring for yourself or others who are sick](#).
- Work with camp administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms. If the camp has a nurse or other healthcare provider, they should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID-19 Infection](#).
- If a person becomes sick and needs to be transported, establish procedures for safely transporting them. If you are calling an ambulance or bringing someone to a healthcare facility, try to call first to alert them that the person may have COVID-19.

Camp families and staff members are asked to self-report to the Radnor Township Director of Recreation if they have symptoms of Covid-19, a positive test for Covid-19, or have been exposed to someone with Covid-19 within the last 14 days. The camper or staff member should not come to camp. The above guidance should be followed. The Director of Recreation will communicate with the Radnor Township Health Officer. After further review of the situation, the appropriate protocol for restricting portions of the camp to operate or closing the camp entirely will be determined.

If a camper becomes sick while at camp, a parent/guardian will be contacted right away. The parent/guardian will need to pick up their camper as soon as possible. In the meantime, the camper will be asked to wait in a pre-designated comfortable area at the camp site away from the other campers (but able to be supervised by a staff member) until the parent/guardian arrives. Parents/Guardians who do not pick up their camper within a one-hour time frame will forfeit their camper's enrollment at camp.

Any camper or staff member registering a temperature of 100.4 degrees or more will not be permitted to attend camp or return to camp for at least 72 hours and until their temperature checks below 100.4 ([please see the following at the CDC website regarding 'When You Can be Around Others'](#)). You should consult with your doctor immediately for further guidance. Determinations will be made at camp where the exposure may have occurred, and tracing will be deployed if needed.

- **Clean and Disinfect**

- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct](#) use and storage of [cleaning](#) and disinfection products, including storing them securely away from children.

Any exposed areas or equipment utilized by a contaminated camper or staff members may remain off-limits until deemed safe to reopen. Campers and staff members will be restricted from the exposed area and/or equipment. The areas will be cleaned and sanitized as quickly as possible in order to avoid exposure.

## Notify Health Officials and Close Contacts

- In accordance with state and local laws and regulations, camp administrators should notifying [local health officials](#), staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).
- Advise those who have had [close contact](#) with a person diagnosed with COVID-19 to separate themselves, [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop.

The Recreation Director will work closely under the guidance of the Radnor Township Health Officer and Radnor Township Office of Emergency Management along with the Chester County Health Department on all COVID-19 and health-related matters during the summer 2021. This includes situations of staff and camper exposures, the need for contact tracing, and any recommended protocols for quarantine or site closure.

### Other Resources

- [Latest COVID-19 Information](#)
  - [Cleaning and Disinfection](#)
  - [Guidance for Businesses and Employers](#)
  - [Guidance for Schools and Childcare Centers](#)
  - [Guidance for Park Administrators](#)
  - [Shared and Congregate Housing](#)
  - [COVID-19 Prevention](#)
  - [Handwashing Information](#)
  - [Masks](#)
  - [Social Distancing](#)
  - [COVID-19 Frequently Asked Questions](#)
  - [Persons at Higher Risk](#)
  - [Managing Stress and Coping](#)
  - [HIPAA and COVID-19](#)[external icon](#)
  - [CDC Communication Resources](#)
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- [Community Mitigation](#)

**By signing in the space provided below, I understand and acknowledge all the information outlined above about how Radnor Day Camp will operate along with my responsibilities contained within this document.**

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**Signature**

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**Printed Name**

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**Date**