

**HUDSON COUNTRY
MONTESSORI SUMMER CAMP**



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**COVID-19
OPERATIONAL PLAN
SUMMER 2021**

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SECTION 1 : OPERATIONS

CAPACITY

Administration reviewed building plans and determined capacity for each classroom so that campers and staff are able to social distance. In order to facilitate social distancing, the camp has additional work desks so that each camper has their own individual work space. Our gym and multi-purpose room will be used as a spare classroom if needed.

SOCIAL DISTANCING

Classrooms are arranged so that campers will be able to social distance 6 ft apart in all directions for mask breaks and lunch/snack. For instructional time, campers will be seated 3 ft apart with a face covering. Each camper will be provided with an individual desk. All staff and visitors are required to wear a face covering.

PPE AND FACE COVERINGS

All Staff are required to wear a face covering. Campers over the age of 2 years old are asked to wear masks during camp drop-off and camp pick-up (with the exception of our toddler program). They must wear face coverings when engaged in contact sports. Campers are given breaks throughout the day so they are not wearing their face coverings at all times (independent work time, lunchtime, etc.). An extra supply of face coverings are available for campers, staff, and visitors.

- Faculty and staff have been given an allowance to purchase face coverings for themselves so they can perform their duties at work safely.
- An extra supply of face masks were purchased for adults and children (face coverings for campers was added to our camp supplies list).
- Faculty, staff, and campers have been asked to clean their face coverings daily.
- PPE has been provided for staff conducting health screenings.

HYGIENE, CLEANING, AND DISINFECTION

Hygiene

- Campers, faculty and staff have been trained on proper hand and respiratory hygiene. Parents/legal guardians will be provided with information on how to reinforce this at home.
- Proper hand hygiene stations are available around the camp for handwashing and/or hand sanitizing.
- Signage is placed around each station as a reminder to practice proper hand/respiratory hygiene.
- Receptacles are placed next to each water source to discard soiled items such as paper towels.

Cleaning and Disinfection

- All buildings are cleaned every evening by an outside cleaning company. Throughout the camp day, faculty and staff are maintaining logs that include the date, time, and scope of cleaning and disinfection. The log has information that includes the frequency for everything that is cleaned and disinfected. Each counselor is responsible for their own classroom. Administration is assigned to clean and disinfect office areas.
- Our camp is using a school-approved chemical cleaning/disinfecting system with improved formulas that eliminate harmful viruses (incl. COVID-19), bacteria and other microorganisms.

- For routine classroom disinfecting/cleaning we are using a product called Oxivir. Oxivir is on the EPA List-N and rated with an exceptionally short contact time of only 10 seconds. Apart from being highly effective, it is so safe that users of the product are not required to use PPE. If/when we are unable to purchase Oxivir, we will disinfect with a 6% solution of hydrogen peroxide.
- To reduce high touch surfaces, we have touch free amenities such as hand sanitizer dispensers, soap dispensers, paper towel dispensers, and trash receptacles.
- Restrooms are cleaned and disinfected after each use for the toddler and primary level (Groups 1-8). Junior and Senior campers' (Group 9 and 10) bathrooms are cleaned and disinfected three times a day (morning, after lunch, end of the day).
- We are encouraging campers to bring their own reusable water bottles to school.

COVID-19 SAFETY COORDINATOR

Neeru Bhambree, the Director of the school, is designated as the COVID-19 Safety Coordinator. Her responsibilities include being the communicator and point of contact for any suspected or confirmed cases of COVID-19 and ensuring that all aspects of the camp's operation plan is followed. The following people will assist her in doing this:

1. Sharon Tufo
2. Vanessa Morales
3. Dorothy Murray
4. Agatha Serafin
5. Marybeth Rose

SUMMER CAMP ACTIVITIES

Cohorts

Our camp is following a cohort model. We have four buildings that provide each cohort with their own classroom space, their own entry/exit doors, and their own bathrooms. Cohorts do not intermingle with other cohorts at any given time. Siblings are placed in the same cohort to the best extent possible.

SPECIALS CLASSES

Specials such as art, music, and yoga, will be held in person. We will adhere to 6 feet between campers when engaging in physical activity. Music will follow the same protocol.

FIELD TRIPS

Offsite trips will be conducted virtually. Onsite trips will be held outside on our campus.

OUTDOOR PLAY

Vaccinated Staff/Campers will not be required to wear face coverings while outside except during arrivals and dismissal. All staff/campers will be required to wear face coverings indoors.

SAFE CLASSROOM PRACTICES

Shared Objects

- Each cohort of campers have their own set of lockers, cubbies, art supplies, games, puzzles, books, and workspace.

Napping

Campers that are napping are spaced 6 ft apart in all directions. Napping materials are sanitized daily.

Ventilation

Our camp opens windows and doors wherever possible to increase ventilation. Groups will spend most of their day outside weather permitting. Ventilation systems that are typically shut down at night are left running to maximize fresh/outdoor air exchange. Many of our classrooms have windows that open. In classrooms with windows that do not open, we have added portable HEPA filters with UVC lights that destroy and trap COVID-19. We have followed recommendations to upgrade HVAC filters from a rating of MERV 11 to MERV 13.

LARGE GATHERINGS

Small Spaces

Gatherings in small spaces are limited. Staff and campers are required to enter and exit through their own classroom doors instead of coming through our main office building.

Faculty and Staff Meetings

Most faculty and staff meetings are held virtually via Zoom with the exception of our back to camp meeting. This meeting is held in our gym and staff will be required to wear face coverings and sit 6 ft apart in all directions.

Common Areas

Our staff lounge for lunch will be limited to two people to meet social distancing requirements.

Summer Camp Events:

Any events that require a large gathering will not be permitted until further notice.

BEFORE AND AFTERCARE

A Toddler cohort and three Primary (Group 1, 5 and 6) cohorts specifically for campers that attend Early Session, Late Session and/or Year Round, which includes Vacation Program have been created. Group 9 is the only cohort for Early Session/Late Session/Year Round. Children of families that need extended day care must be in one of the extended care cohorts.

ARRIVAL & DISMISSAL PROCEDURES

Parents/legal guardians are not allowed to enter our buildings unless absolutely necessary.

All families arrive and park in designated parking spots. Parents/legal guardians walk their child to an assigned gate where their temperature and their child's temperature are taken. At the gate, information is collected regarding their child's exposure to COVID-19. Families are instructed to stand 6 ft apart while waiting in line for their screening. Tape is placed on the ground to help them stay 6 ft apart.

Adults and children must wear a mask during arrival and dismissal, with the exception of toddlers. Before children are admitted to the building, their temperature is taken using a touchless thermometer. If the child's temperature is 100 degrees or higher, the child is tested again using a second thermometer. If the second thermometer displays the same temperature as the first thermometer, the child is not allowed to enter the building. The same protocol applies to people providing essential services.

TRANSPORTATION

Consistent with our plan to maintain the integrity of the various cohorts, we will not be offering a bus transportation option until further notice. In addition, we are encouraging all families to transport their own children to camp and to avoid public school bussing.

FOOD SERVICES

Campers have the option of bringing their own lunch and snacks in an individual lunchbox with a cold pack. The camp provides milk, apple/orange juice and dry snacks. Campers in Early Session (extended care), are provided with breakfast items that do not require preparation. Late Session (extended care) campers are served dry snacks. Individuals are 6 ft apart in all directions while eating snacks or lunch in their own classroom. They are seated at individual tables/desks. Individuals are prohibited from sharing food and beverages with each other. Prior to eating, campers and staff practice proper hand hygiene. Eating areas are cleaned and disinfected before and after use. Catered lunch and pizza is offered.

Food Allergies

Our school nurse provides allergy information to our staff. The information is kept in each campers' classroom along with their emergency medication so it is easily accessible.

CAMP SAFETY DRILLS

Our camp conducts standard operations and procedures to the best of our abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions. Fire Code Section 404 requires that camps maintain Fire Safety, Evacuation, and Lockdown Plans and these plans include how lockdown and evacuation drills are conducted. All staff and campers are required to wear a face covering and social distance during safety drills.

VISITORS

- People providing essential services are required to wear a face covering and their temperature is checked before they enter the building. If they have a temperature of 100 degrees, they are not allowed to enter.
- Special Education Services are considered an essential service. For most cases, services are provided in a designated space separate from all cohorts. This space will be cleaned and disinfected in between each use.
- Parents/legal guardians are not allowed to enter our buildings unless absolutely necessary. They are required to wear a face covering and their temperature is checked before they enter the building. If they have a temperature of 100 degrees, they are not allowed to enter.
- An individual in our main office is responsible for signing visitors in and out of buildings.
- Deliveries are brought to the side of our main building to limit person to person contact.

FACILITIES

- Our camp complies with the scheduled 2021 visual inspection
- Our camp will conduct lead testing while we are in operation
- Sprinkler inspections are done quarterly
- Fire inspections are done annually
- Alarm company inspections are done annually
- Playground safety inspections are done annually
- Air conditioning and heating systems are inspected annually

HEALTH AND SAFETY

The camp encourages all campers, staff, and visitors to adhere to CDC and NYSDOH guidance regarding social distancing, the use of PPE, and other information relevant to a safe operation of our camp through verbal, digital, and written communications. This information is communicated to staff prior to the start of camp.

The following signage is posted in all four of our buildings:

- Wash hands/use hand sanitizer
- Stay 6 ft apart at all times
- Wear a face covering, covering your nose and mouth when you cannot stay 6 ft apart
- Follow respiratory hygiene and cough etiquette
- Stay home if you are sick
- Report symptoms of COVID-19 by calling the camp and send the Director, Neeru Bhambree an email

VULNERABLE POPULATIONS

- Employees that have underlying health conditions must inform the camp through a written communication and provide appropriate medical documentation to the camp. Each case is reviewed individually to determine if any accommodations are warranted and can be provided, or if the employee is eligible for a leave of absence.

SECTION 2 - MONITORING

SCREENING

- Prior to departing for camp, parents/legal guardians of campers are required to screen their child every day for COVID-19 illness. This screening includes a symptom checklist and a temperature check.
- Prior to departing for work, employees are required to complete a health questionnaire and take their own temperature on a daily basis. A supervisor reviews the health questionnaire before the employee enters the buildings.
- Upon arrival, parents/legal guardians walk their child to an assigned gate where their temperature and their child's temperature is taken. At the gate, information is collected regarding their child's exposure to COVID-19. Families are instructed to stand 6 ft apart while waiting in line for their screening. Tape is placed on the ground to help them stay 6 ft apart.
- Employees, parents/legal guardians, and children must wear a mask during arrival and dismissal. Before employees and children are admitted to the building, their temperature is taken using a touchless

thermometer. If the employee or child's temperature is 100 degrees or higher, they are tested again using a second thermometer. If the second thermometer displays the same temperature as the first thermometer, the employee or child is not allowed to enter the building. The same protocol applies to people providing essential services.

- Employees and children are not allowed to attend work/camp if they are experiencing any COVID-19 symptoms in the past 14 days, even if a fever reducing medication was administered and the individual no longer has a fever.
- The New York State Travel Advisory updates frequently. Please refer to Ms.Bhambree's communications in regards to the updates.
- Staff performing in person screening activities are given PPE and are trained on how to screen potentially infectious individuals.
- Staff are trained prior to the start of camp on how to observe for signs of illness in campers and other staff.

POSITIVE SCREEN PROTOCOLS

- If any individual screens positive for COVID-19 at camp, they are sent home immediately with instructions to contact their health care provider for assessment and testing.
- Campers that have a positive screen (onset of COVID-19 symptoms) are separated from other campers and staff. They are brought to an isolated area outside of our buildings and are supervised there until a parent/legal guardian can retrieve them from camp.
- The camp provides the individuals with information on health care and testing resources.
- The camp notifies the NYS Health Department and Westchester County Department of Health immediately if the test results for COVID-19 are positive.
- Individuals are required to disclose if and when responses to the health screening questionnaires change (during or outside of camp hours).
- Individuals are able to return to camp if they provide the camp with documentation from a healthcare provider, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation. We consult with the local health department if it is safe for the individual to return after providing us with all the aforementioned documentation.
- Neeru Bhambree, the Director of the school, is the point of contact for all COVID-19 related cases.

CONTACT TRACING

- If COVID-19 cases are discovered, the local and state health department is contacted immediately.
- The camp supports the local health department in tracing all contacts of the individual infected.
- A log of all visitors, guests, vendors, and contractors is maintained and it includes contact information, where they visited, and whether they were screened or not. This information is useful for contact tracing.

SECTION 3 - CONTAINMENT

CLEANING AND DISINFECTION FOLLOWING SUSPECTED OR CONFIRMED COVID-19 CASE

- In the event an individual is confirmed to have COVID-19, the area is closed off for at least 24 hours before it is cleaned and disinfected.
- Windows and doors remain open during this time to increase air circulation.

- The Health Department is contacted immediately so they can instruct us on what next steps should be taken.
- After the 24 hour period is over, the area and anything else the suspected or confirmed case of COVID-19 came into contact with is cleaned and disinfected.
- The area is reopened for use after it is cleaned and disinfected.
- Individuals that have not had contact with the suspected or confirmed case of COVID-19 can return to the area after it has been cleaned and disinfected.

QUARANTINE, ISOLATION, AND RETURN TO CAMP

- If an employee/camper tests positive for COVID-19, regardless of whether the employee/camper is symptomatic or asymptomatic, the employee/camper may return to work/camp upon completing at least 10 days of isolation from the onset of symptoms.
- If an employee/camper has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is experiencing COVID-19 related symptoms, the employee/camper may return to work/camp upon completing at least 10 days of isolation from the onset of symptoms and receiving negative test results. Vaccinated employees/campers STILL need to quarantine if they are exposed to someone with COVID-19 and they are experiencing symptoms.
- If an employee/camper has had close or proximate contact with a person with COVID-19 for a prolonged period of time AND is not experiencing COVID-19 related symptoms, the employee/camper may return to work/camp upon completing 14 days of self-quarantine. Vaccinated employees/campers DO NOT need to quarantine if they are exposed to someone with COVID-19, but they must monitor for symptoms for 14 days.
- Employees and campers are able to return to camp if they provide the camp with documentation from a healthcare provider, negative COVID-19 testing, and symptom resolution, or if COVID-19 positive, release from isolation. We consult with the local health department if it is safe for the individual to return after providing us with all the aforementioned documentation.

COMMUNICATION

- Faculty, staff, parents/legal guardians, campers and visitors are provided with information regarding our safety precautions and protocols we are taking because of COVID-19. They are notified through email, texts, signage on campus, and information posted on our website.
- Faculty, staff, and campers are trained to follow the procedures for social distancing, respiratory and hand hygiene, proper face covering wearing and any aspects related to COVID-19.

SECTION 4 - CLOSURE

CLOSURE TRIGGERS

- The camp consults with the local health department to determine if the level of COVID-19 transmission may be increasing beyond an acceptable level.
- If cases are discovered, the local and state health department is contacted immediately. Based on the guidance of the departments, the impacted (one or more) classrooms are closed until we are given permission to reopen.

COMMUNICATIONS

Camp closures are communicated through email correspondence and text messaging.

APPENDIX A: Committee Members

Neeru Bhambree

Mark Meyer

Sharon Tufo

Agatha Serafin

Dorothy Murray

Vanessa Morales

Westchester County Department of Health