COVID POLICIES

These policies are in accordance with the Massachusetts Recreational camps and Programs Health and Safety Standards for reopening, effective May 29, 2021. Please note this is a living document, and is subject to change.

Staffing and Operation:

- The MSPCA Children’s Summer Camp will have two Health Care Supervisors on site at all times. For the summer of 2021, the Health Care Supervisors are Danielle Wordell, and Kaila Manning. In the event that either of these employees are not present, the Reserve Health Care Supervisor will be Ryan Brown. All three Health Care Supervisors are trained in accordance with 105 CMR 430.000.

- MSPCA Summer Camp Staff will be provided additional staff training in their orientation related to COVID-19. This training will be provided for all levels of staff.

- The MSPCA Children’s Summer Camp will provide campers with an orientation at the start of each camp session to review COVID-19 protocols, encourage and educate on reporting of symptoms and not coming to camp if sick, and how to request a replacement mask if needed. The MSPCA will keep replacement masks on hand for any Camp Staff member or camper who needs them.

- All documentation collected for camp (including screening documentation, surveillance and medically necessary COVID-19 testing results, previous positive test results) must be maintained in a confidential manner and recorded in campers/staff health files in accordance with 105 CMR 430.150; 155-156.

- The MSPCA Children’s Summer Camp will congregate unvaccinated staff/campers in a way that allows for 3 feet of distancing between masked individuals indoors. Social distance will be maintained during indoor meals; meals will primarily be eaten picnic style outdoors, with indoor meals limited to days with extreme heat, rain, or other adverse weather conditions. Activities that promote maintaining social distancing will be encouraged.

- The MSPCA Children’s Summer Camp will make enrollment capacity decisions based on the ability to maintain three feet of distance between unvaccinated individuals in all camp buildings where campers/staff are anticipated to be during the day and in temporary emergency shelter locations. To that effect, camp enrollment will be limited to 30 per session in 2021.

- Non-essential visitors, who are not vaccinated, (including parents or other individuals with no essential purpose for coming onsite) will be limited to the maximum extent possible. Essential visitors to the camp may include instructors, vendors, parents picking up children, LBOH/DPH, accreditation members and guest speakers. Visitors who are essential to the operation of the MSPCA, but do not require direct access to the campers or camp staff, will not interact with the camp while on property.
• The MSPCA Children’s Summer Camp has designated **Christina Cannon**, Manager of the MSPCA at Nevins Farm, and a senior staff member of the MSPCA, as the person who is responsible for responding to COVID-19 concerns. Employees of the summer camp will be made aware of who this person is, and how to contact them.

• The MSPCA Children’s Summer Camp will review medical information supplied by parent’s and reach out to parents of high risk children to discuss whether additional protections are necessary, and what supports can be offered to best protect their child.

• The MSPCA Children’s Summer Camp has a tested communications system with parents, children at the camp, all staff, facility and/or grounds management, and emergency medical services, in accordance with 105 CMR 430.00. The MSPCA uses a combination of telephones with an intercom system (all of which are marked the numbers for emergency services, and the Health Care Consultant’s phone number), Ring Central, cell phones (both personal and a dedicated camp cell phone) and email for communications. The summer camp collects parents’ and guardian emails, cell phone, home phone and work phone for the Summer Camp Staff and all campers, so that the staff can reach them at any time.

• The MSPCA Children’s Summer Camp encourages its staff to not report to work if they feel sick. The camp has trained additional reserve staff to cover any staff absences. In the event of an outbreak of COVID-19, the summer camp will work in conjunction with, and under the guidance of, the Methuen Health Department, and will only reopen after recommendations of the Methuen Health Department have been met.

• The MSPCA Summer Camp has ensured that our ventilation systems operate properly. When the campers are using an indoor space, the doors, and, if possible, the windows will be open to increase circulation of outdoor air as much as possible, unless doing so creates a hazard.

• In the event of a prolonged facility shutdown, the MSPCA will ensure water systems and features (e.g., cooling systems) are safe to use to minimize the risk of Legionnaires’ disease and other diseases associated with water.

• The MSPCA Children’s Summer Camp encourages all eligible staff and campers to be vaccinated for COVID-19 prior to attending camp. Vaccinated individuals should provide copies of their vaccination record, which will be stored securely in their camp file.

**Cohorting:**

• The MSPCA Children’s Summer Camp will maintain the camper to counselor ratios of at least one counselor for every ten campers seven years of age or older and one counselor for every five campers younger than seven years old. To meet these required ratios, counselors shall be within the line of sight or close proximity to campers at all times. Junior counselors may be included in meeting up to 50% of the camper to staff ratio within each unit, living or general activity group, but shall always be under the direct supervision of a counselor (105 CMR 430.101).

• The MSPCA Children’s Summer Camp will organize unvaccinated campers and staff into groups that remain consistent. For the summer of 2021, that group size will not exceed 10 campers.
• Camp Staff will be assigned to the same group for the duration of the program session. Camp staff will not float between groups, unless needed to provide supervision of specialized activities or to provide breaks for other staff.

• The MSPCA Children’s Summer Camp may have multiple groups of campers and counselors in the same area, but should maintain 3 feet of distance between groups. In order to maintain distance, the summer camp will:
  - Ensure campers/staff belongings are stored in a manner to prevent groups congregating, by having campers use their cubbies for lunches, snacks, arrival and dismissal by group.
  - Stagger the use of communal spaces, such as animal buildings, outdoor play areas, and the summer camp room, to the greatest extend possible, to reduce congregating. These areas will be cleaned in-between uses.
  - Have the following safe pickup/drop-off procedures to maintain physical distancing:
    - Campers will be checked in and out at the Outdoor Riding Ring, unless in the event of rain, in which case they will be checked in and out at the Education & Training Room.
    - Groups will socially distance in the check in/out locations, keeping at least three feet between groups.
    - Safety cones will be used to mark six feet of distance between campers during check in. Campers are still required to be signed in and out by their guardians. These policies will be clearly explained to parents prior to the first drop off via email, Parent Orientation, and available camp documentation.

Hygiene and Handwashing:

• The MSPCA Children’s Summer Camp will implement proper hand hygiene practices and frequency for both staff and campers. Hands must be washed when necessary, including but not limited to: arrival at camp, before and after meals, after bathroom use, after coughing/sneezing, after touching animals, and after contact with bodily fluids or surfaces that may be contaminated.

• Campers and staff are instructed to go to the nearest handwashing/hand hygiene station upon entry to the summer camp.

• The MSPCA Children’s Summer Camp will provide adequate handwashing facilities with soap, water, trash receptacle, and paper towels, and these facilities will be readily accessible to all campers and staff with handwashing instructions posted near every handwashing sink.

• The MSPCA will provide hand sanitizer with at least 60% alcohol, which may be used at times when handwashing is not available.
Hand sanitizer will only be used appropriate to the ages of children, and the MSPCA Children’s Summer Camp will include hand sanitizer instruction as part of their day one orientation.

- Campers must have written parent/guardian permission to use hand sanitizer.
- Hand sanitizer will be stored securely.
- Hand sanitizer will only be used under the supervision of the summer camp staff.

- The MSPCA Children’s Summer Camp does not allow the sharing of drinking containers. If a camper or staff member forgets to bring a refillable water bottle to camp, the MSPCA will provide a disposable cups.
- The MSPCA Children’s Summer Camp will post signage throughout the camp environment on signs/symptoms of COVID-19 and the importance of social distancing, mask use, and proper hygiene.

**Personal Protective Equipment (PPE) and Face Masks/Coverings:**

- Summer camp staff must wear gloves during any screening activities that require contact.
- Summer camp staff and campers should wear face masks/covering as advised by the Governor’s most recent advisory.
- The MSPCA Children’s Summer Camp does not require masking for campers and fully vaccinated summer camp staff when outside, including in the act of playing sports and other activities.
- The MSPCA Children’s Summer Camp requires that disposable masks and cloth face coverings should be routinely washed or replaced, depending on the frequency of use, and consistence with current CDC Guidance.
- Masks should be provided by the camper/parent, including backup masks should the campers mask become soiled or otherwise become unusable during the course of the day, but the MSPCA Children’s Summer Camp will have a sufficient supply of disposable masks for campers or camp staff if requested.
- Camp staff will schedule times and locations for “mask breaks”, which will occur outdoors if possible, or in an indoor area where the windows or doors open. During this time, camp staff will ensure 6 feet of distance is maintained between all individuals.

**Screening and Monitoring**

- As a licensed recreational camp, the MSPCA Children’s Summer Camp requires that camp staff conducting COVID-19 screenings must be trained by the camp’s Health Care Consultant.
- The MSPCA Children’s Summer Camp encourages all summer camp staff, volunteers, and campers who are eligible for the COVID-19 vaccine to get vaccinated. Any staff member or camper who is fully vaccinated should provide proof of vaccination, which will be noted and stored with their other immunization records.
• **Screening:** Checking for symptoms each morning by families and caregivers is critical and will serve as the primary screening mechanism for COVID-19 symptoms. The MSPCA Children’s Summer Camp will provide information to families in their primary language to support them in conducting symptom checks. Families should not send their children to camp if they exhibit COVID-19 symptoms.
  - Screening procedures are not required at the point of entry to the camp. However, camp staff will observe campers throughout the day and refer campers who may be symptomatic to the camp healthcare point of contact.
  - MSPCA camp staff will actively monitor children throughout the day for symptoms of any kind. The MSPCA Children’s Summer Camp will have a non-contact or temporal thermometer on site to check temperatures.
  - The MSPCA Children’s Summer Camp will keep track of individuals that staff and campers interact with during the course of the day in the potential case of exposure.

*Isolation and Quarantine:*
In the event that a camper/camp staff member tests positive for COVID-19, or is identified as a close contact, they must isolate or quarantine until they have met the requirements for discontinuing isolation or quarantine. Vaccinated individuals do not need to quarantine.
  - As a licensed recreational camp, the MSPCA Children’s Summer Camp allows the Camp Health Care Consultant, the Healthcare Supervisors, or any healthcare staff that may be employed to follow the *Return to Work Guidance for Healthcare Workers.*
  - The MSPCA Children’s Summer Camp must notify the MDPH Community Sanitation Program and Methuen Board of Health on the Recreational Camp Injury and Reporting form as soon as possible, but no later than 48 hours after notification of the positive test.
  - The MSPCA Children’s Summer Camp has designated a separate office space, referred to internally as the Cemetery Office, to isolate individuals with COVID-19 symptoms (105 CMR 430.157, .16).  
    - In the event of multiple individuals requiring isolation, the MSPCA Children’s Summer Camp will use the following spaces as additional quarantine areas: the manager’s office, the dog training office, the barn staff office, the development office, and the barn community outreach office.
    - Individuals who are quarantined and need bathroom access shall have access to the nearest bathroom (but not the bathrooms in the main camp room), and that bathroom will not be accessed by anyone else until it has been properly disinfected.
    - Individuals who are quarantined shall exit from the Clinic Exit, or out the front garage door of the barn.
  - Symptomatic campers/camp staff must be isolated immediately and supervised at all times by dedicated staff members. Others may not enter the isolation space without PPE appropriate for the care setting.
• If a symptomatic individual tests negative, they may return to the activities after their symptoms have improved, and have been without fever for at least 24 hours without the use of fever reducing medications.

• The MSPCA Children’s Summer Camp will work with the Methuen Board of Health or the Community Tracing Collaborative to help identify and notify close contacts and for guidance on quarantine requirements.

• The MSPCA Children’s Summer Camp has developed the following plan for identifying, isolating, and discharging symptomatic campers and staff:
  o All members of the camp staff have been trained to recognize the visual symptoms of COVID-19, and will conduct of visual screening of the campers and other staff throughout the day, looking for signs that they have symptoms associated with COVID-19: Cough, flushed cheeks, rapid or difficulty breathing, fatigue, or extreme fussiness (per MA guidelines).
  o Parents of campers/underage camp staff who are in isolation will be contacted immediately, using the following method: All contacts will be contacted in the following order, until a person can be reached 1. Cell phone, 2. Home Phone, 3. Work Phone, 4. Email. Contacts will be contacted in the following order: 1. Parent #1, 2. Parent #2 (if applicable), 3. Emergency Contact #1, 4. Any additional emergency contacts in the order they are listed.
  o Should staff be unable to drive themselves, or a guardian unable to be obtained for a minor, staff will coordinate with the Methuen Police Department for appropriate next steps in the event of a minor, or contact emergency services for an adult.
  o Campers/camp staff who have been dismissed for COVID symptoms will not be allowed to return to camp without a negative COVID test, or having been quarantined per current guidelines.

• The MSPCA Children’s Summer Camp does not provide transportation for campers. The following is our contingency plan for arranging transportation for a sick camper, in the case that their parent/guardian are unable to pick up their children, and for staff, in case they are unable to transport themselves:
  o In the event of a sick staff member who is unable to transport themselves, if the staff member’s emergency contacts cannot be reached, the MSPCA will call for an ambulance to provide transportation to the nearest appropriate medical facility.
  o In the event of a camper who is sick, and whose parent’s and emergency contacts cannot be reached, the MSPCA will contact the Methuen Police Department to seek guidance.

Cleaning, Disinfecting and Sanitizing:
• The cleaning and disinfection of shared sports equipment shall be in accordance with CDC guidance.
• The MSPCA Children’s Summer Camp complies with applicable OSHA standards (29 CFR 1910) and 105 CMR 480.000 (Minimum Requirement for the Management of Medical and Biological Waste) to ensure proper disposal of regulated medical waste.

• The MSPCA Children’s Summer Camp has developed the following plan in accordance with CDC Guidance for camp/program cleaning, disinfecting and sanitizing practices and frequency:
  
  o The MSPCA Children’s Summer Camp will use a 70% alcohol solution for disinfecting shared materials and frequently touched surfaces. (Page 17, part, 8, section A(2) of Massachusetts Child and Youth Serving Programs Reopen Approach minimum requirements for health and safety).
  
  o Clean surfaces first and use EPA-registered disinfectants and sanitizers for use against COVID-19, as appropriate. Follow the manufacturer's instructions for application, including contact and dry-times, and proper ventilation. Do not spray chemicals around children.
  
  o 8:15am
    ▪ Distribute fresh sanitation supplies and hand sanitizer to specialists.
    ▪ Check in with Shelter Staff to see if there are any safety issues that need to be addressed/ fixed immediately.

  o 10:30am, 12:30pm, 2:30pm
    ▪ Disinfect frequently surfaces in bathrooms with 70% alcohol solution and assess general over all conditions
    ▪ Make sure that bathrooms have all the supplies they need (paper towels, hand soap, toilet paper). The maintenance person will mark the date and time and sign off they have checked the bathrooms each time. This documentation will be located in the Camp Director’s Office. They will make sure that there is no over flowing trash and that all areas are well maintained and safe.

  o 3:30pm
    ▪ Camp Staff will disinfect in camper bases. They will disinfect around cubbies and doors, and any other frequently touched surfaces. They will run the floor machine.
    ▪ The final cleaning in the bathroom will be done. They will also document each day that the bathroom has been cleaned and sanitized and that everything is in good working order.

• All sanitizing and disinfecting solutions will be properly labeled to identify contents, and are stored in a locked closet in the Training and Education Room. They will not be stored near or around food items.
• If the MSPCA Children’s Summer Camp suspects a camper or camp staff member was present at the camp while infectious in the past 24 hours, the MSPCA will close off and increase ventilation to the area(s) and clean and/or disinfect the area(s) in accordance with the CDC Guidelines on Cleaning and Disinfecting Your Facility. If the Training and Education Room are not available to campers due to cleaning, they will not be permitted entrance to the areas until the cleaning has been completed. Planned activities in those areas will be rescheduled, and the campers will relocated in their groups to another area on the property, such as the barn, chicken coop, goat enclosure, indoor riding ring, cat room, small animal room, or another outdoor location.

• The MSPCA Children’s Summer Camp follows CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease.

Transportation and Travel:
• The MSPCA Children’s Summer Camp does not provide transportation, and does not take campers off site for field trips at this time.

Food and Safety:
• The MSPCA Children’s Summer Camp does not provide meals for campers. Snacks and meals should be brought from home, be prepackaged, or ready to serve in individual portions.

• During lunch or snack breaks, if held indoors, ventilation will be increased by keeping windows or doors open when possible.