

SURVIVAL GUIDE Camp Season 2021

INTRODUCTION

Hello! The Independent Contemporary Arts Project would like to officially welcome you and your children to ICAP Children's Summer Program!

We hope you are as excited as we are to explore all that the program has to offer! This booklet will provide you with the information you need about your children's upcoming summer experience.

Our summer program will take place the week of July 26st. to July 30th. The theme will be The Art and Science of Sculptures .

Currently, ICAP is recording monthly radio shows , via Zoom conference call. We are working in groups of three girls at a time. Each show will have a theme such as favorite movies, poetry, cooking segment, and favorite

books. If your daughter is interested in participating, please fill out registration form, and pay the tuition.

Please read over all of the enclosed information very carefully and keep it close at hand when your children are at the summer program.

Tuition: \$250.00

HOURS

Monday 9:00AM-2:00PM

Tuesday 9:00AM-2:00PM

Wednesday 9:00AM-2:00PM

Thursday 9:00AM-3:00PM

Friday 9:00AM-3:30PM

After Hours Available upon request.

HOW TO CONTACT US

If at any time during camp, you must get in contact with your child or with Camp Administration.

info@icaparts.org

DROP OFF and PICK UP

99 S. Fullerton Ave, Montclair, NJ

DAILY ACTIVITIES/Schedule

ICAP Children's Program believes in hands-on learning for all ages.

Lunch

12:00PM-1:00PM

Clean Up Prepare to Leave

1:00PM-2:00PM

Theme: The Art, and Science of Sculptures

Monday, Tuesday, Wednesday

Podcast/Short 2D Film Production

Shoe Box Stories

Monday, Tuesday, Wednesday

Self Care/Science of Soap Booms

Tuesday

Wearable Art

Wednesday

Hiking/Nature Class

Leaving 10:00AM Returning 3:00PM

Thursday

Scherman Hoffman Wildlife Sanctuary

Trip

Leaving 99 S. Fullerton Ave at 9:00AM, Returning 3:30PM

Friday Storm King Art Center

ICAP COVID-19 Guidelines

This guide outlines the policies and procedures that will be implemented during the time that your child is present in our program. These standards are based on the current guidelines and recommendations set forth by the Center for Disease

Control's (CDC) Suggestions for Youth and Summer Camps, American Camp Association (ACA), as well as the NJ Health Department NJ COVID-19 Youth Summer Camp Standards, and are subject to change.

The program will take place outdoors during the five hours of the program.

Children will not be required to wear masks when outdoors while in their large square space. When social distancing between groups is not possible campers will be required to wear masks. Staff should perform proper hand washing and use gloves. Staff should wear gloves when handling or serving supplies. Staff will wear face mask when near children.

Additional PPE will be available for staff stationed at check-in and isolation areas including disposable gloves, KN95 masks, face shields and protective gowns. Staff are encouraged to pack changes of clothes in the event of bodily fluid contamination.

I. Training

A. Conduct staff training and update staff on emergency first aid, infection control, handwashing practices, personal protective equipment (PPE), and COVID-19 signs and symptoms.

B. Our Health Director is our programs COVID-19 point of contact, knowledgeable about COVID-19 signs and symptoms, they are familiar with the following resources

<https://www.cdc.gov/screening/index.html>

1. Training resources:

a) New Jersey Department of Health Communicable Disease Service

(CDS) COVID-19 Youth Camp Guidance

b) Contact Tracing Awareness Training

c) Infection Control Resources Document

d) Centers for Disease Control(CDC) Suggestions for Youth and Summer Camps

e) Monitor the COVID-19 Activity Report

f) CDC COVID-19 Screening <https://www.cdc.gov/screening/index.html>

II. Hygiene Practices

A. We teach and reinforce proper hand-washing, mask usage, sanitizing techniques, and proper hygiene etiquette to our staff and campers.

1. Proper disposal of masks and PPE

2. Promote proper usage of hand-washing with soap, hand sanitizing (at least 60% alcohol), tissues, and non-touch trash cans.

3. Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

4. Promote resources regarding COVID-19 prevention around the grounds and allow immediate access to these resources to the families of campers, members, and staff.

III. Screening and Admittance

A. Educate staff, campers, and their families about when they should stay home and when they can return to camp.

B. Encourage self-reporting of symptoms and exposures for all staff and camper families to the Director via telecommunications.

C. Educate staff, children , and their families about when they should stay home and when they can return to camp.

D. Implement daily screenings to staff, campers, and visitors according to NJ laws and regulations.

1. Parents/caregivers are strongly encouraged to monitor their children for signs of illness every day, as they are the “front line” for assessing illness in their children.

2. Have a plan to screen students if not screened by parents prior to arrival. E. Monitor staff absenteeism and consider maintaining a roster of trained backup staff.

Hygiene Practices/Hand Washing

Practice frequent hand washing with soap and water for at least 20 seconds. Children will be required to wash their hands upon arriving to program, before and after meals, and as often as possible throughout the day. Staff will help children to ensure they are doing it effectively.

- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Advise children, families, and staff to avoid touching their eyes, nose, and mouth with unwashed hands.

- Staff and campers will be required to wear a mask on the bus to trips.
- Windows should remain open, except during inclement weather, to encourage ventilation.
- Children will be seated one per seat and/or with a sibling. The seat immediately behind the driver will remain open.

IV. Face Coverings and Social Distancing

A. In indoor settings, unvaccinated staff and campers will be required to wear masks unless eating, drinking, or swimming. When masks cannot be worn, a 6 ft. distance must be maintained.

B. In outdoor settings, unvaccinated staff are strongly encouraged to wear face coverings in crowded outdoor settings or during activities that involve sustained close contact with other people who are not fully vaccinated. Unvaccinated campers must wear a mask in crowded outdoor settings or during

activities that involve sustained close contact with other people who are not fully vaccinated. Children must wear face coverings outdoors when in the proximity of another cohort.

C. We will provide face coverings for all staff and campers

D. When impracticable or in extreme heat, masks are not mandatory.

Personal Protective Equipment (PPE)

When indoors all staff, campers, and visitors will be required to wear masks at all times, unless doing so is impractical (ex. When eating or drinking). When outdoors all staff and visitors will be required to wear masks at all times when socially distancing of 6 feet or more is not possible between any individuals or campers; except when not practical (ex. Extreme heat, eating, drinking, and while in resident camp bunks). Children will not be required to wear masks outdoors. **Masks will be required outdoors when student groups cannot maintain 6 feet of social distance from others.** Individuals will not be required to wear masks if doing so would inhibit the individual's health.

Cloth face coverings should NOT be put on children under age two because of the danger of suffocation. Staff should perform proper hand washing and use gloves. Students will bring their own lunch, and snacks. ICAP will supply staff with such cloth face coverings and gloves.

Additional PPE will be available for staff stationed at check-in and isolation areas including disposable gloves, KN95 masks, face shields and protective gowns. Staff are encouraged to pack changes of clothes in the event of bodily fluid contamination. Cleaning and Disinfecting Cleaning shall be in accordance with the CDC's

Additional PPE will be available for staff stationed at check-in and isolation areas including disposable gloves, KN95 masks, face shields and protective gowns. Staff are encouraged to pack changes of clothes in the event of bodily fluid contamination.

V. Infection Control and Monitoring

A. The following are prevention strategies to limit COVID-19 exposure and spread:

1. Staggering drop-off locations
2. Limiting contact between cohorts as much as possible
3. Communicate and educate staff, parents, and campers in COVID-19 safety

measures including:

- a) Staying home when ill
 - b) Proper hand hygiene and respiratory etiquette
 - c) Wearing, removing, and discarding face coverings
 - d) Reporting illnesses and symptoms to the camp Health Director or other healthcare personnel at the program immediately.
4. Providing hand sanitizing and washing stations around the grounds
 5. All water fountains are restricted to filling stations
 6. We document daily cleaning and disinfection cleaning procedures for frequently touched surfaces and high trafficked areas.
 7. Using EPA approved disinfectants
 8. Discourage sharing of items. 9. Limit nonessential visitors, volunteers, activities involving external groups.
- a) Visitors are required to wear face coverings
 - b) Avoid large groups where social distancing of at least 6 ft. between assigned groups and/or individuals from other groups cannot be maintained.

Cleaning shall be in accordance with the CDC's **Cleaning and Disinfecting Your Facility**. Hospital grade EPA approved disinfecting solution or an equivalent such as bleach will be used to sanitize equipment and surfaces. Staff will be required to

- Please follow the attached link for **self-screening** <https://covid19.nj.gov/forms/self> and/or utilize/reference the self- screening checklist (daily) that will be emailed out weekly.
 - Please note our program health care manager and staff have been educated in the signs and symptoms of COVID-19, if
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- your child appears ill they will ask if you have completed your child's screening. If your child is sick/has
 - any symptoms of illness DO NOT send them to the program.

- Drop-off will take place outside at a designated area; we will be limiting parent access to our facilities. Children, staff and visitors will be required to hand wash or sanitize upon entering camp.

- **The following guidelines will be implemented during drop-off and pick-up:**
 - Groups may be combined from time to time as needed. When combined children and staff will be required to wear masks.
 - Children and staff must wash hands or sanitize upon arrival.
 - Parents should drop off children at the designated drop-off area, limiting adult entry into the facility or program's area.
 - Staff should meet children as they are dropped off.

VI. Plans for When Staff, Children, or Visitor Become Sick

A. Enforce our programs COVID-19 response policy, which includes the following:

1. Separate staff or child(s) from other staff and children.
2. Notify local health authorities when an individual has tested positive.
3. Immediately notify all staff and families of a confirmed case(s)
 - a) Notification to the NJDOH-Youth Camp Safety Project is required within 24 hours at youthcamps@doh.nj.gov.
4. Establish COVID-19 isolation area
5. Document procedures detailing the safe transportation of implicated staff/camper.
6. Document procedures for contact tracing, maintain records of cohorts, assign staff, and daily attendance logs
 - a) Assist local health department with contact tracing of positive COVID-19 cases at the program.
7. Document camper/staff readmittance following NJCDS COVID-19 Youth Camp Guidance
8. Document policies and procedures for closure due to outbreak as determined by the LHD.
 - a) Local health officials, in consultation with CDS epidemiologists, will provide direction to the camp if a closure is warranted.
 - (1) The duration of a temporary closure may be dependent on several factors, which will be communicated by the local health official.
 - (2) Notification of a recommended closure to the NJDOH Youth Camp Safety Project is required within 24 hours at

youthcamps@doh.nj.gov.

b) Staff/children are discouraged from attending another facility if the program is closed due to an outbreak.

c) 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). Follow CDS guidance on reopening after a closure.

- Visitors will be allowed to enter the facility. All visitors must go through the screening process before entering the facility. All visitors must wear a face coverings at all times
- During in house field trips, presenters, staff, and children will all be required to wear masks
- Teach staff, children, and their families to maintain distance from each other while at the facility. Educate staff, children and families about why physical distancing is important.

VII. Intensify Cleaning, Disinfection Facilities, and Ventilation

A. Outdoor activities are strongly encouraged 1. Canopy tenting or cover will be provided

B. Inclement weather procedures include moving activities indoors into a properly ventilated indoor space.

C. Our cleaning procedures follow the CDC recommended guidelines D. Cleaning and disinfect frequently touched surfaces

1. Document frequency of cleaning and disinfected bathrooms

E. Create processes for bathroom use that encourage 6 ft. of social distancing while also protecting child safety.

F. Ventilation

1. Use HVAC systems that are properly maintained, inspected, and cleaned for adequate ventilation/airflow within the room/space.

G. Ensure all water systems and features are safe to use

VIII. Attendance and Cohorting

A. Children: Staff Cohorts

1. Staff to child ratios of 1 adult: 5 children (ages 6-12 yrs.).

2. Staff to children ratios of 1 adult: 5 children

B. Restrict mixing between cohorts.

1. Ensure, to the maximum extent possible, that cohorts include the same children and staff each day. Program operators should minimize staff/camper movement between groups.

2. If mixing of unvaccinated staff/campers cannot be avoided, masking of all floating unvaccinated staff and campers should be implemented.

C. Social distancing of 6 ft. of distance should be maintained between cohorts.

D. Ensure cohorts include the same children and staff each day.

- E. Restrict staff/camper movement between groups.
 - 1. If this cannot be avoided, masking of floating staff and campers will be implemented.
- F. Social distancing of 6 ft. or more maintained between cohorts.

Cleaning shall be in accordance with the CDC's **Cleaning and Disinfecting Your Facility**. Hospital grade EPA approved disinfecting solution or an equivalent such as bleach will be used to sanitize equipment and surfaces. Staff will be required to sanitize areas before and after use. Cleaning crews will clean and disinfect after operating hours.

Cleaning and Disinfecting Your Facility. Hospital grade EPA approved disinfecting solution or an equivalent such as bleach will be used to sanitize equipment and surfaces. Staff will be required to sanitize areas before and after use. Cleaning crews will clean and disinfect after operating hours. The frequency of cleaning and disinfecting of supplies, equipment, and surfaces, especially doorknobs, light switches, countertops, and restrooms will be increased to minimize the potential for the spread of germs. Items that are not easily

X. High Risk and Special Needs Populations

- A. Parents of children are encouraged to work with their primary care provider and the director to determine if our program is a reasonably safe option for them.
- B. We adjust cohort ratios as necessary to promote child safety and to ensure that social distancing can be maintained.

XI Meals/ Bus Trips

- **Meals and Snack Time**

- Children will bring their own meals , 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.
- If eating in shifts, stagger meal times, arrange tables to ensure that there is at least ten feet of space between groups, and clean tables between lunch shifts.
- Ensure staff and children wash hands before and after meal/snack time.
- Staff should clean and sanitize table(s) before and after each use by groups.
- Busing To and From Trips.Children will be seated one per seat and/or with a sibling. The seat immediately behind the driver will remain open.

- Vehicles must be cleaned and disinfected between each use. Health Exclusion from Program, Quarantine, and travel Guidelines
 - Exclusions: Students, Staff, and visitors are not permitted to the site if they have answered “yes” to any of the questions in the required daily self-
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- Quarantine: ICAP will follow NJS quarantine guidelines linked <https://covid19.nj.gov>
 - Travel: As of 5/17/21 NJS has lifted travel restriction and quarantine guidelines for travel.
 - If traveling internationally please refer to International Travel Guidance and Advisories from the US Dept. of State and the CDC, CDC linked <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>
 - Please note we work closely with our Local Health Departments and they have the final say in all COVID-19 related matters
 - Preparing ICAP Staff Summer 2021 Training
 - Prior to returning to work and in addition to traditional program training, employees will be required to attend virtual training on the Workplace training on personal protective equipment (PPE), cleaning and disinfecting, social distancing and additional health and safety procedures. Staff will signoff to acknowledge upon completion of the online training and understanding of the policies and practices herein.