City of Monroe Programming for Gradual Opening
Beyond the Bell Summer Camp and Afterschool Programs
Staff Guidelines

With the risk of the spread of COVID-19 in mind, the following procedures must be followed.

General Program Information

1. Hours are dependent on specific facility.
    a. Summer Camp
        i. J. Ray Shute, Winchester, Sutton Park – 10:00 am – 6:00 pm
        ii. Old Armory Community Center (YWCA) – 9:00 am – 4:00 pm
    b. Afterschool
        i. J. Ray Shute, Winchester, Sutton Park – 2:00 pm – 6:00 pm
        ii. Old Armory Community Center (YWCA) – 2:00 pm – 6:00 pm
2. Staff will provide **prepackaged snacks and drink** each day. Ensure that food items contain no peanuts, peanut products or tree nuts due to food allergies.
3. It is the expectation of staff to use praise and positive reinforcement with campers first and foremost. Staff will treat children as people, respect their needs and will modify their approach to foster a positive environment.
4. Staff will be committed to providing a safe, fun, and positive environment for all campers. If a camper jeopardizes other camper's safety or repeatedly ignores direction to the degree the rest of the group is suffering, the child may be dismissed from the camp.
5. Participants will be staying on site. Staff is expected to follow programming schedule while maintaining an appropriate level of flexibility.
6. Staff will provide organized activities on a daily basis. Free play is not allowed.
7. Staff will utilize facilities that are currently available to the public.
8. Staff will be responsible for organized group activities.
9. Any alterations to group ratios and number will be based on recommendations limiting mass gatherings or participants per square foot of the facility.
10. Staff may be assigned as a floater that assists with sanitation and general participant assistance.
11. Sanitation practices will be increased throughout the facility in an effort to prevent exposure. Activity boxes will be made daily for usage on a specific day. This equipment should be sanitized daily by staff.
12. Participation is limited to any restrictions set forth by mass gathering recommendations per facility or limitations of participants per square foot of the facility. Summer Day Camps are not included in the limitations to mass gatherings as long as social distance guidelines are followed.
13. Gymnasiums are to be utilized for day camp activities only. Any gym activities must provide opportunities to social distance.

Facility Set-Up

1. Capacity and participation is limited to the facilities ability to provide social distancing.
2. Tables set-up with chairs placed at end of tables to provide social distancing (tables not touching).
3. 2 participants are assigned a table per room.
4. Prop open interior doors. Exterior doors remain closed.
5. Activity boxes are designated per room setting that include appropriate games and arts & craft supplies on a daily basis.
6. All activities must be adapted to provide appropriate social distancing.
7. Limitation of initial access point to facility.
8. Designated entry and exit doors.

Personal Hygiene Protocols

Staff PPE Requirements

1. Cloth face coverings must be worn by staff when in the day camp facility and when unable to maintain at least six feet of distance during outdoors activities
2. Gloves should be worn when sanitizing and/or cleaning the facility. Gloves should be removed and properly disposed of after each usage.
3. Hands should be cleaned with soap and water or by hand sanitizer before participant is allowed to enter facility.

Handwashing Guidelines for Staff and Participants

Hand washing is the first line of defense to avoid the spread of germs. However, hand sanitizers will be made available to staff.

1. Immediately upon arrival
2. Before and after any snack or food related activities
3. After playing outside.
4. After using the restroom.
5. After sneezing, coughing, blowing their nose or coming into contact with any bodily fluids.
6. After messy play, including water play.
7. After utilizing equipment in a group setting.
8. Whenever hands are visibly dirty.
9. After touching contaminated surfaces.
10. Before going home.

General Sanitation

A sanitizing solution as recommended by CDC will be mixed and provided by for sanitation.

1. Door handles, keyboards, light switches, tables, game controllers and other often touched areas and items will be sanitized with an approved sanitizing solution per CDC guidelines and recommendations.

2. If more than one group is utilizing a restroom, that group will be designated their own unisex restroom if feasible or available. If not available, groups will stagger restroom visits to allow for sanitation between groups.
3. Any other items not listed should be sanitized appropriately and based on need.

Cleaning Rotation/Duties

Time	Task	Signature
Open	Bleach Solution administered:	
	Door handles	
	Tables	
	Bathrooms	
	Counter Tops	
	Kitchen area	
	Bathroom stall handles	
	Light Switches	
	Game Controllers	
12:00 pm	Bleach Solution administered:	
	Door handles	
	Tables	
	Bathrooms	
	Counter Tops	
	Kitchen area	
	Bathroom stall handles	
	Light Switches	
	Cubbies	
	Game Controllers	
4:00 pm	Bleach Solution Administered:	
	Door handles	
	Tables	
	Bathrooms	
	Counter Tops	
	Kitchen area	
	Bathroom stall handles	
	Light Switches	
	Sports Activity Box Equipment	
	Game Controllers	
Close	Bleach Solution administered:	

	Door handles	
	Tables	
	Bathrooms	
	Counter Tops	
	Kitchen area	
	Bathroom stall handles	
	Light Switches	
	Cubbies	
	Game Controllers	
Bathroom Breaks	Bleach Solution administered:	
	Door handles	
	Tables	
	Bathrooms	
	Counter Tops	
	Kitchen area	
	Bathroom stall handles	
	Light Switches	
	Game Controllers	

Check-In Procedures – Beyond the Bell Afterschool/Summer Camp

1. A staff member will be designated each day to administer the check in process for children. That staff member will be responsible for the admission of participants into the building for programs.
2. Staff will sign in the child on the attendance list to minimize contact. Staff will meet participants at entry of the meeting room spaces. All participants must enter at that entry way. Participants will not be allowed access to any other area of the facility until they check in at the designated entryway.
3. Temperature will be taken by an infrared no touch thermometer before participant is allowed entry into the facility.
    1. Parents are expected to keep children home if they or any member of the household have a temperature of 100.4 or higher or exhibit symptoms of infection.
    2. If a child exhibits a temperature higher than 100.4 or exhibits symptoms of infection, the child will be not be allowed to participate in afterschool and the parent will be called for immediate pick up. The child will not be eligible for return to the facility until the child displays no temperature for 72 hours without temperature reducing medicine and with a note from a doctor that clears them of any risk of infection.
4. As participants are allowed access into the facility, the participant will be provided with a wristband that verifies that the participant has checked in properly. Participants will not be allowed access to any other area of the facility without a wristband.

On Site Sickness Procedure

1. There will be a designated sick room for those participants displaying a temperature of 100.4 while participating in the camp.
    a. Designated sick rooms are based on the specific facility.
        i. J. Ray Shute – Stair well off of gymnasium
        ii. Winchester – Fitness room lobby
        iii. Sutton Park – Portion of Meeting Room will be made available. If utilized as a sick room, the meeting room area will not be made available to public until properly sanitized.
    b. Pick up will be provided at the following areas.
        i. J. Ray Shute – Door adjacent to stair well of gymnasium.
        ii. Winchester – Doors adjacent to fitness room lobby.
        iii. Sutton Park – Side door adjacent to meeting room.
2. Temperatures are taken at entry, at 2:00 pm and at 2:00 pm.
3. If an abnormal temperature is discovered, that individual will be placed in the onsite sick room and the center supervisor will call parents for pick up immediately. Parents are required to pick up children displaying a temperature of 100.4 or other symptoms immediately.
4. If a participant becomes ill, staff will follow the direction of the Union County Health and the City of Monroe Human Resource Departments in regards to the isolation or quarantine procedures for both staff and other camp participants.

Center Supervisor

- On site supervisor - ensures safety and security of the facility and the camp participants and staff on duty.
- Gains access to facility. Secures the facility as instructed at the end of the night. Stays at the front lobby area and maintains the front door stays locked and sits at the front table to allow appropriate access.
- Answers facility calls from parents or staff.
- Responsible for administration or delegation of check-in/out of campers using the Camp Roster . Makes sure child's paperwork is complete and put into a folder.
- Facilitates and Logs temperature checks at check in and at lunch.
- Contacts parents as needed. (health/behavior).
- Helps with overall needs of the camp throughout the day.
- Ensures all the surfaces are clean and sanitized at the end of each day and throughout the day as instructed.
- Closes up facility at the end of the night after all children have been picked up.

Building Attendants

- Ensures the schedule is followed and activities are set up for the group (supplies gathered and ready).
- Follows the schedule provided and facilitates games and activities with the children.
- Ensures that during activities the children and staff keep the recommended distance away from each other. Recommend one child per table in rooms with tables.

- Ensures all the surfaces are clean and sanitized at the end of each day and throughout the day as instructed (before and after snacks/meals). Ensures that children are washing hands and sanitizing during all transitions from activity to activity.
- Communicates new ideas for games or activities with the FT Staff on Duty.
- Asks FT Staff for access to needed equipment or supplies.
- Floaters will be assigned as needed and will be responsible for support, continued sanitation needs and drop off and pick up procedures.