



## COVID 19 Readiness Handbook for Staff

In compliance with county, state and federal guidelines, it is the hope of Aaron's Acres to proceed with summer camp and other events in 2021. Safety measures recommended by the CDC will be implemented during all programs to monitor participant, staff and visitor safety. Our goal is to provide children and young adults with disabilities the opportunity to participate in summer camp in an atmosphere that embraces the child and family while being aware of the safety and wellbeing of the environment around us.

The Program Director will be the point person for staff to contact with Covid 19 questions and concerns; she can be reached at [elaineburnett@aaronsacres.org](mailto:elaineburnett@aaronsacres.org) or 717-917-6101 ext. 103. In the event that the Program Director is unavailable, the Executive Director will be the next available person, she can be reached at [risapaskoff@aaronsacres.org](mailto:risapaskoff@aaronsacres.org) or 717-917-6101 ext. 102. Contact information will be available on all documents, as well as on the Aaron's Acres website.

### Guiding Principles:

Participant numbers will be reduced to 1/3, as the administration at Aaron's Acres feels with space available and protocols in place, we will be able to maintain appropriate distance and safety measures as recommended by CDC guidelines.

"Close contact" is defined by the CDC as being within 6 feet of a Covid 19 case for 10 to 15 minutes, including up to two days prior to the person developing symptoms. With this knowledge, the Program Director will notify the staff and families within the individual's small group first and then evaluate the rest of the program to determine all others that may have had contact with the individual.



## **Staff**

### **General Health:**

You should not attend orientation or camp if:

- Within 14 days of arrival you experience any symptoms of COVID-19 or other contagious illness
- You have had a direct exposure to COVID-19 in the 14 days prior to their camp session and throughout your time at camp
- You will not able to adhere to the necessary health protocols
- You are not fever free with a temperature below 100°
- You have nausea, vomiting or diarrhea
- You live with a household member who is currently sick with COVID 19

### **Prior to attending any Aaron's Acres orientation session AND camp sessions, you will need to provide:**

- A negative Covid 19 test result within 72 hours of the first day
  - You will need to provide a new test for both orientation and camp

### **Aaron's Acres check in process has changed.**

Please follow these guidelines:

- When arriving at camp, follow the color coded markings and park in designated parking spots—DO NOT get out of your vehicle
- Wait for an administrative staff member to complete health screening at your vehicle
  - Health screening will contain a touchless temperature check and questions regarding recent and overall health
  - Those with symptoms of illness will be sent home
- After a successful health screening you can get out of your car
- Staff will be directed to sanitize their hands upon getting out of the vehicle



### **Face Coverings:**

Face coverings help protect those around you. They are a barrier to help prevent respiratory droplets from reaching others.

- All staff of Aaron's Acres are expected to wear face coverings at all times while at the Aaron's Acres programs
- It is recommended that staff bring an additional face covering in case the first one becomes soiled or wet during the day
- There may be occasional opportunities to remove the face covering. If face coverings are removed, increased social distancing and physical barriers will be emphasized

### **Social Distancing:**

To assist with social distancing guidelines, Aaron's Acres has put the following in place:

- Lower levels of participation in each session
- Smaller group sizes
- Less group to group interaction
- Groups travel within their own camp areas—only sharing space with another group in the pool
- Equipment and supplies specific to each group and individualized when available
- Specific seating arrangements with 6 foot distance availability
- Snacks provided in individual servings

### **Sanitizing: ALL Staff will assist in this process**

- Instructions on effective handwashing techniques will be available on our website and at orientation
- During the program, staff will monitor participants' handwashing and hand sanitizing techniques
- Handwashing stations (including soap and water) and/or sanitizing pumps will be provided at key locations throughout the camp setting and within each groups designated area
- Staff will be required to sanitize or wash (using soap and water) before and after each activity—handwashing station will be cleaning after each use
- All work surfaces, handwashing stations and shared equipment/supplies will be sanitized by staff after each use
- Changing tables will be cleaned and sanitized after each use



### **Procedure for Ill Staff Member Leaving Camp:**

The onsite nurse will evaluate the following symptoms. A decision will be made after reviewing the daily/morning screening tool and the following:

- Fever 100.4 or higher or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Next Steps:**

- The staff member will be reminded of procedures to be followed for follow up with physician and opportunity to return to camp (more details below in “Contact Tracing” section)
- If waiting for transportation home, the staff member will be removed from the small group and separated from the program area. She/he will wait in approved area away from larger group until family arrives

### **Contact Tracing Within Aaron’s Acres:**

If notified of a staff or participant experiencing symptoms

- A formal letter will go home to staff/families when Aaron’s Acres has been notified of an exposure
- Individual will be encouraged to take a Covid 19 test
- If results are negative, individual can return to program
- If results are positive, before returning to the program the individual
  - Will remain away from the program for 10 days since the symptoms first appeared
  - Has been fever free for 24 hours without fever reducing medication
  - Has experienced improvement to symptoms



## **Notifying Health Officials**

Once Aaron's Acres has a potential exposure, we will:

- Immediately notify local health officials of suspected and confirmed cases
- Seek guidance from health officials and local authorities of whether to dismiss or end camp early if necessary