INTERIM GUIDANCE FOR SCHOOLS AND DAY CAMPS

As communities consider a gradual scale up of activities towards pre-COVID-19 operating practices in centers for learning, such as K-12 schools and summer day camps, CDC offers the following recommendations to keep communities safe while resuming peer-to-peer learning and providing crucial support for parents and guardians returning to work. These recommendations depend on community monitoring to prevent COVID-19 from spreading. Communities with low levels of COVID-19 spread and those with confidence that the incidence of infection is genuinely low (e.g., communities that remain in low transmission or that have entered Step 2 or 3) may put in place the practices described below as part of a gradual scale up of operations. All decisions about following these recommendations should be made in collaboration with local health officials and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors. CDC is releasing this interim guidance, laid out in a series of three steps, to inform a gradual scale up of operations. The scope and nature of community mitigation suggested decreases from Step 1 to Step 3. Some amount of community mitigation is necessary across all steps until a vaccine or therapeutic drug becomes widely available.

Scaling Up Operations

**In all Steps:**

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| CDC GUIDELINE | THE FIELDHOUSE |
| Establish and maintain communication with local and State authorities to determine current mitigation levels in your community. | The Fieldhouse will have the phone number for the local health department accessible for all staff members. A staff member will check with the local health department daily for changes in guidelines.  |
| Protect and support staff and students who are at higher risk for severe illness, such as providing options for telework and virtual learning. | Staff members who are considered at-risk will be asked to stay home.  |
| Follow CDC’s GuidanceforSchoolsandChildcarePrograms. | Staff members will be responsible for following all CDC guidelines.  |
| Provide teachers and staff from higher transmission areas (earlier Step areas) telework and other options as feasible to eliminate travel to schools and camps in lower transmission (later Step) areas and vice versa. | Staff members will be given specific locations in the facility to administer day camp activities to limit the number of people in a specific area.  |
| Encourage any other external community organizations that use the facilities also follow this guidance. | All external community organizations will be asked to follow these guidelines before agreeing to the use the facilities.  |

Safety Actions

Promote healthy hygiene practices (Steps 1-3)

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| CDC GUIDELINE | THE FIELDHOUSE |
| Teach and reinforce washing hands and covering coughs and sneezes among children and staff.  | Hand washing steps and best practices for coughs and sneezes will be reviewed multiple time daily among day camp staff and day campers.  |
| Teach and reinforce use of face coverings among all staff. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and encouraged in students (particularly older students) if feasible and are most essential in times when physical distancing is difficult. Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings. Face coverings are not recommended for babies or children under the age of 2, or for anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the covering without assistance. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.  | The Fieldhouse staff members are encouraged to wear face coverings for their protection. Per request of the parent, children are encouraged to wear a face covering, unless they have underlying health concerns in which it would be unsafe for the child to wear a facial covering.  |
| Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.  | Staff members will be supplied with hand sanitizer, tissues, and disinfectant wipes. Restrooms will be accessible to all members and children stocked with soap, water, and paper towels. Hand sanitizer, spray bottles, and paper towels will be located in various places throughout the facility for easy access. Staff members will be walking around the facility daily to help maintain cleanliness of the facility.  |
| Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.  | Signs will be posted throughout the facility for guests and members to easily view.  |

Intensify cleaning, disinfection, and ventilation (Steps 1-3)

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| CDC GUIDELINE | THE FIELDHOUSE |
| Clean and disinfect frequently touched surfaces within the school and on school buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) as well as shared objects (for example, toys, games, art supplies) between uses.  | Staff members will be responsible for cleaning surfaces in their area that day campers might have been in contact with. Front desk and cleaning staff will also be sanitizing and cleaning surfaces at various times throughout the day.  |
| To clean and disinfect school buses, see guidance for bus transit operators.  | Does not apply.  |
| Ensure safe and correct application of disinfectants and keep products away from children.  | Staff members will be trained on safe and correct application of disinfectants. Per request of the parent, children will be permitted to use disinfectant products.  |
| Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.  | Proper air circulation will be utilized as much as possible. Day campers will not be in the same area for long, extended periods of time.  |
| Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.  | Water systems have been cleaned prior to opening the facility and will continue to be cleaned multiple times daily. Day campers and staff members will be encouraged to bring their own drinks.  |

Promote social distancing

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| CDC GUIDELINE | THE FIELDHOUSE |
| Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children). | There will be 10 campers to every one camp counselor daily. The group of 10 campers will remain together throughout the entire day of camp. There could be one camp counselor switch each day per each group.  |
| Restrict mixing between groups. | Campers will remain with their group all day. They will not interact with other groups.  |
| Cancel all field trips, inter-group events, and extracurricular activities (Step 1). | Does not apply.  |
| Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas.  | Day campers will be with one counselor per day. They will have an area in the facility to engage in activities as a group while maintaining social distancing. We will restrict higher transmission areas by having a transition routine and also having parents call when they get in the parking lot to have their children bought outside after camp. Parents and caregivers will not be permitted to wait in the lobby area for their campers.  |
| Space seating/desks to at least six feet apart.  | When campers are sitting, they will have a distance of six feet apart from each other.  |
| Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart. | During lunch and snack, campers will sit on the same side of the table, spaced apart.  |
| Close communal use spaces such as dining halls and playgrounds if possible; otherwise stagger use and disinfect in between use. | When it is time to change locations during camp, the space will be cleaned and disinfected before another group of campers enters the location.  |
| If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms and ensure the safety of children with food allergies. | Each group will have a designated area to have lunch.  |
| Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible. | Parents and caregivers will be permitted to walk their camper inside in the morning during drop-off and asked to distance themselves from others who will be dropping off. For pick-up, parents and caregivers will wait in the parking lot, call the front desk to let them know they have arrived, and a staff members will walk the camper outside to the parent or caregiver.  |
| Create social distance between children on school buses (for example, seating children one child per seat, every other row) where possible. | Does not apply.  |
| Consider keeping classes together to include the same group of children each day, and consider keeping the same child care providers with the same group each day. | Campers will remain in the same group all day. One counselor will be with the group at all times. The counselors will not switch between groups.  |
| Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible. | Seating will be spaced out six feet, if possible.  |
| Consider keeping communal use spaces closed, such as game rooms or dining halls, if possible; if this is not possible, stagger use and disinfect in between uses. | Use of different areas in the facility will be staggered as well as disinfected before another group goes into the area.  |
| Consider continuing to plate each child’s meal, to limit the use of shared serving utensils and ensure the safety of children with food allergies. | During the first week, campers are responsible to bring their own packaged lunch. Throughout the remainder of camp, individual meals will be provided through Zanesville City Schools.  |
| Consider limiting nonessential visitors, volunteers, and activities involving other groups. Restrict attendance of those from higher transmission areas (Step 1 or 2 areas). | Campers will only interact with their group, counselor, and other staff members, if necessary.  |

Limit sharing (Steps 1-3)

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| CDC GUIDELINE | THE FIELDHOUSE |
| Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.  | Campers’ belongings will be separated from others and individually labeled. Items must be taken home each day. Campers are required to bring clean items daily. All areas will be cleaned at the end of camp.  |
| Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student/camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.  | Supplies will be limited to one group of campers at a time and then staff members will clean and disinfect between use.  |
| If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.  | Campers are responsible to bring their own pre-packaged lunch for the first week of camp. Food will be provided by Zanesville City Schools and packaged into individual lunches.  |
| Avoid sharing electronic devices, toys, books, and other games or learning aids.  | Electronic devices, personal toys, books, and games are not permitted at day camp. Campers are asked to leave their personal belongings at home.  |

Train all staff (Steps 1-3)

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| CDC GUIDELINE | THE FIELDHOUSE |
| Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained. | Staff members will be asked to review this document and it is their responsible to be familiar with CDC guidelines.  |

Check for signs and symptoms (Steps 1-3)

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| CDC GUIDELINE | THE FIELDHOUSE |
| If feasible, conduct daily health checks (e.g. temperature screening and/or symptoms checking) of staff and students safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained. | The Fieldhouse reserves the right to conduct daily health checks for staff and campers if they choose.  |
| Encourage staff to stay home if they are sick and encourage parents to keep sick children home. | Staff and campers are not permitted inside the facility if they are sick or experience symptoms related to COVID-19.  |

Plan for when a staff member, child, or visitor becomes sick (Steps 1-3)

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| CDC GUIDELINE | THE FIELDHOUSE |
| Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people. See: What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID- 19 Infection.  | The Fieldhouse will use a room behind the front desk as an isolation room if anyone exhibits COVID-like symptoms. The camper will remain isolated in the room until their parent or caregiver comes to pick them up.  |
| Establish procedures for safely transporting anyone sick home or to a healthcare facility.  | Parents and caregivers are responsible to pick-up their children if they exhibit COVID-like symptoms.  |
| Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.  | Parents and caregivers will be notified immediately if their children exhibit COVID-like symptoms.  |
| Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours is, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.  | Areas used by the sick person will be quarantined for 24 or more hours before cleaning.  |
| Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.  | Staff members and children will not be allowed to return until they have met CDC criteria.  |
| Inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self- monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.  | The Fieldhouse will inform those who have had close contact to a person diagnosed with COVID-19 to stay home and self- monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.  |

Maintain healthy operations (Steps 1-3)

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| CDC GUIDELINES | THE FIELDHOUSE |
| Implement flexible sick leave policies and practices, if feasible.  | Staff members are encouraged to call-off if they experience COVID-like symptoms.  |
| Monitor staff absenteeism and have a roster of trained back-up staff.  | Supervisors will have a list of employees to call for back-up if needed.  |
| Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students.  | Does not apply.  |
| Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.  | The Fieldhouse will designate who is responsible for responding to COVID-19 concerns. All employees will know who this person is and how to contact them.  |
| Create a communication system for staff and families for self-reporting of symptoms and notification of exposures and closures.  | Staff members are required to be in contact via phone, text, or web. They are encouraged to communicate as soon as possible for notifications and closures.  |
| Support coping and resilience among employees and children.  | Staff members are encouraged to reach out to each other for support. Staff members are encouraged to contact their local mental health agency for concerns if needed.  |

Closing

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| CDC GUIDELINE | THE FIELDHOUSE |
| Check State and local health department notices daily about transmission in the area and adjust operations accordingly.  | A staff member will check state and local health department notices daily and keep all stake holders updated as necessary.  |
| In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, programs may consider closing for a short time (1-2 days) for cleaning and disinfection.  | If it is determined that someone has been in The Fieldhouse who is diagnosed with COVID-19, The Fieldhouse maintains the right to close the facility for as long as they determine to be adequate time for cleaning.  |