



**Summer 2020**

# **Studio B Dance Center Camp Safety Plan & Operating Playbook**

Version I: June 30, 2020

Here at Studio B, staff have been hard at work developing new protocols and procedures to ensure our campers, assistants, and faculty members return to a safe camp environment.

We may need to adjust our plans as guidelines keep changing and updating.

Studio B's plan exceeds current recommendations from the Center for Disease Control and the American Camp Association, along with following Westchester County's Health Advisory.



## Safety Plan & Operating Playbook

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## We are Here for You and Your Camper

These past four months have been difficult for all of us... especially for our children. It has been heartbreaking to see how much stress and anxiety our children have experienced in such a short amount of time.

Our goal is to provide your child with a fun and nurturing summer experience in a safe and clean environment. Our summer camp program will give kids (ages 5 – 12) what many of them have been missing: socialization, exercise, creative play, while developing new skills.

We have worked hard to get ready for our summer camp opening, and with clear communication and your cooperation, we are excited to open our doors.

## Studio B's Safe Practices



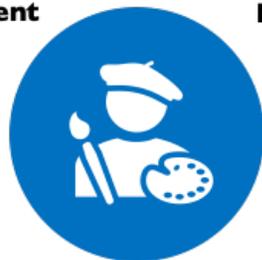
**Clean Environment**



**Nurturing Staff**



**Fun and Energetic  
Dance Classes**



**Socialization through  
games and art projects**



**Outdoor Area  
Available**



## Conditions for Opening Camp

Studio B Camp's priority is to provide fun and social activities safely. Studio B's Safety & Operations Playbook prioritizes the health and well-being of our campers, staff and the families we serve, taking into account CDC guidelines.

The plan is designed to be flexible, so that we can adapt and refine our guidelines as needed. Studio B Dance Center will rely on guidance from the Governor's office and the Westchester County Executive. Studio B's procedures in enforcing compliance with all COVID-19 preventative measures and practices and revised as guidance changes.

### Preparing to Re-open

- Staff are trained and prepared to operate under new operating guidelines and care for campers
- Program areas and camp spaces are ready to support physical/social distancing, as required
- Cleaning and sanitizing operating procedures are in place and adequate supplies are available to properly execute
- Adequate PPE supplies are available for staff use
- Installation of new handwashing and sanitizing stations

# Reimagining a Safer Camp

Camp is potentially the safest place for children to be this summer. Camp is not a risk-free environment, but increased safety procedures and policies have been created to minimize the risk and provide campers with an amazing summer camp experience.

An increased element of risk is present all around us, everywhere we travel and with every interpersonal interaction. Children cannot be expected to stay home all summer. They will play with friends, visit extended family members and parents will take children to places that they feel are safe. At Studio B you will find the reassurance that everyone has been health screened every day, consistent small camper groups, supervision by caring staff and meticulous cleaning procedures in place.

Studio B Dance Center provides a unique setting for children to return to the “new normal”. Our staff is committed to ensuring camp is the safest place to be this summer and we are using available outdoor space.

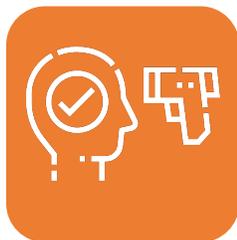


# Here is What We are Doing



## Camper Screening

- Daily camp arrival symptom screening and temperature check
- Health monitoring throughout the camp day



## Staff Screening

- Daily arrival symptom screening and temperature check of Studio B staff
- Health monitoring throughout the camp day
- Personal Protective Equipment (PPE)



## Cleaning & Disinfection

- Increased cleaning and disinfection protocols by professional & certified COVID cleaning company
- Hourly cleaning and disinfection of each bathroom
- Cleaning and disinfection of all activity areas, equipment and supplies between each group
- Designated activity supplies for each group's exclusive use
- Use of EPA-approved soaps and sanitizers



## Handwashing

- Mandatory hand washing and sanitization protocol between each activity period
- Hand sanitizing stations will be located in each studio and entranceway
- Use of EPA-approved soaps and sanitizers



## Reasonable Contact Reduction

- Group sizes limited to no more than 10 campers per group with one teacher and one teaching assistant
- Safe Social distancing practices will be maintained between groups
- Face coverings and masks will be worn according to CDC guidelines



## Symptom Management Plan

- Quarantine location will be established
- Strict symptom management, including isolation, communication, tracking, and post-illness will be enforced

# Group Size and Social Distancing

## Group Size and Social Distancing Safety Protocols



### Small Groups

- A maximum of 10 campers and 2 staff



### Groups will not mix

- Groups will be required maintain appropriate social distancing from other groups
- Groups will be compiled by age



### Safe interaction with staff

- All staff that work outside the group will be required to wear proper PPE

## Groups

Campers will be organized into small, self-contained groups with dedicated supervisory staff that stay together all day, every day. These groups will be comprised of campers from the same age groups.

Groups will social distance by not mixing or interacting with the other group during the camp day. Think of it as a group will experience a “camp-within-a-camp” each day that will be together like a “family”. Any other staff that interact with campers outside of the group will wear personal protective equipment (PPE) according to the guidelines established by local authorities. (See “Face Coverings & Masks” section).

# Face Coverings, Masks & Thermometers



## Cloth Face Coverings

Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions.

Intended use: Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily.

- Administrative and Leadership Team Staff
- Group Teachers



## Disposable Mask

Commercially manufactured mask that help contain wearer's respiratory emissions.

Intended use: Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be replaced daily.

- Facilities and maintenance staff



## Infrared Thermometer

Temperatures will be taken before entering the building

- All Staff
- All Assistants
- All Campers

Parents will not need to have their temperature taken since they will NOT be entering the building

# Camp Program and Activities

## Camp Program & Activities

### Safety Protocols



**Outdoor Activity Area**



**Quality Small Group Instruction**



**Increased Cleaning & Sanitizing Procedures**

### Activity Period and Checklist

- √ All Campers and staff members will wash/sanitize hands when they arrive and depart each activity period.
- √ Cleaning and disinfection will be completed on all equipment and supplies before being used by another group.
- √ One group scheduled at each activity
- √ Activities and games will focus more on skill building and drills to limit contact as much as possible.
- √ Commonly touched surfaces, switches, sink knobs, tables, benches or handles, etc. will be wiped down after each program period.
- √ Staff members will increase spacing and physical distancing with campers when possible.
- √ Every group will be provided with a supply box that only their group will be using, for example: scissors, markers, crayons, pencils, glue and other widely touched items. This craft supply box will only be used with that particular group of campers throughout the summer.

# Cleaning Procedures

## Cleaning Procedures



### Cleaning Timelines

- Shared facilities and program area cleaned after each group
- Stringent cleaning and hygiene protocols in all program areas



### Mandatory Hand Washing

- Hand washing/sanitizing before and after all activities and before eating



### Commercial Disinfectants

- Environmental Protection Agency (EPA) commercial grade disinfectants
- Soaps and sanitizers recommended by the CDC

Studio B Dance Center is proud to partner with BIOClean a professional cleaning company that specializes in COVID – 19 cleaning. Our certification will be on display at the front desk.

# Parent Pick-Up and Drop Off

## Drop Off

This summer parents and caregivers will drop off their children at the designated entrance door. To reduce the amount of people entering the building we would like to limit the number of parents and caregivers that enter the building on an as needed basis. A staff member will be waiting at the door to greet the child and check their temperature. Drop off will begin between 9:20 and 9:25 each morning. We will not be able to provide early drop off services.

### Morning Arrival

#### Safety Protocols



**Parents remain in their cars**

Parents/caregivers should remain in their vehicle and wear a face covering.



**On-site health screening**

Temperature check and health screening of campers will be conducted by Studio B staff each day (less than 100.4°F).



**Hand sanitizing stations**

Campers will sanitize their hands prior to joining their group.



**Dedicated meeting locations for groups**

Campers will be escorted to their group's dedicated meeting area by a staff member wearing proper PPE.

## Pick Up

When parents and caregivers come to pick up their children, we ask that they please wait outside the designated dismissal door. This will be the “back door”, facing the lawn. A staff member will be at the door and will dismiss each child one at a time when their parent or caregiver arrives. This process will help us to enforce one-way traffic for the studio doors.

### Afternoon Dismissal

#### Safety Protocols



**Parents remain outside the studio**

Parents/caregivers should remain outside the studio and wear a face covering.



**Campers will be dismissed one at a time**

Staff will be waiting at the door to dismiss the camper to their parent or caregiver. They will pass by and use the sanitizing station as they leave the building.



**Campers will be dismissed from the designated door**

Campers will be dismissed from the opposite door that they entered from.

# Daily Lunch and Snacks

## Daily Lunch & Snacks

### Safety Protocols



#### Hand washing & sanitizing stations

- All campers will wash their hands prior to eating.



#### Meals served individually

- Campers will be given their meals individually.



#### Assigned lunch areas

- Assigned lunch areas will allow for adequate social-distancing between groups.
- Each group will be appropriately spaced from other groups with the same lunch time.

## Lunch Menu

Available for purchase  
\$6 cash or \$6.75 credit card

Mac & Cheese

Dino Nuggets

Pizza Bagels

Pasta Butter or Sauce

### Lunch

Campers can either bring their own lunch or purchase lunch. Studio B will continue to provide campers with daily hot lunch for purchase (\$6 cash or \$6.75 credit card). We will adjust our menu this year to provide meals that are easier prepare in our kitchen. Our menu includes the same options that campers love. Parents can sign up ahead and pay by credit card or children can pay by cash when they first enter the building and sanitize their hands.

### Snack

This year campers will bring their own water bottle and mid-morning snack. The studio will only provide the afternoon snack.

### Allergy Awareness

Please let Studio B staff know if your child has an allergy so we are aware of their dietary restrictions.

## What to Bring to Camp

To reduce the number of personal belongings that go back and forth between camp and home, the following new procedures will be implemented.

### Backpack or Bag

Please put all of your belongings in a backpack or bag with the child's name clearly labeled on it.



### Towel

Please bring a towel with the child's name on it to be used outside and to eat on.



### Snack & Lunch

Please bring a snack for your child to eat at mid-morning snack time. Please bring your own lunch if you would like. Lunch will be available for purchase for \$6 cash or \$6.75 by credit card. (in advance).



### Water Bottle

Please bring a water bottle with your child's name clearly marked on it to be used throughout the day. We will safely refill their bottles as often as needed.



### All Personal Items Must Be Labeled

Please label all personal items with your child's name.

# Symptom Management Plan



The guidelines and requirements for managing a member of our camp community with symptoms will be provided by the New York State Board of Health and Westchester Board of Health. The below plan is based on CDC guidelines and New York State guidelines issued by the Office of Child and Family Services for emergency childcare for essential workers. This section will be updated when official guidelines are provided by New York State and local government.

## Symptom Management Plan



### Daily Screening

- All staff will be trained in recognizing symptoms of communicable disease.
- Testing protocols developed in partnership with state and county health authorities.



### Communication

- Follow all reporting guidelines to the Board of Health.
- Alert families and staff members immediately of any potential exposure.



### Symptoms & Tracing

- Enhanced attendance and scheduling so all camper to staff interactions are digitally traced.
- Collaboration and partnership with the Board of Health quarantine protocols.

## Screening Questions & Symptoms

### COVID – 19 Screening Questions

1. Do you have a sore throat, fever, body aches, cough or difficulty breathing that is new?
2. Have you, or a person within your household traveled outside of the region or United States within the past month?
3. Have you cared for or lived with a person who tested positive for COVID – 19?
4. Have you been tested for COVID – 19 in the past 14 days and are you waiting for the result OR was the result positive?
5. Do you work at a skilled nursing facility OR assisted living that has concern for COVID – 19?

### COVID- 19 Symptoms

- Cough
- Fever
- Shortness of Breath
- Muscle Aches
- Sore Throat
- Unexplained loss of taste or smell
- Diarrhea
- Headache
- Fatigue

# Symptom Management & Testing Plan

## What happens when a camper or staff member develops COVID – 19 like symptoms while at camp?

- Persons with possible COVID – 19 symptoms will be directed to the quarantine location where they will be further assessed and monitored while awaiting transportation home. Staff that self-transport who are physically able to drive, may be escorted to their car with proper PPE worn by both ill staff member and escort. The escort must wear an N-95 mask.
- Persons who have been sent home due to possible COVID – 19 infection may return to camp when they provide negative COVID – 19 antigen test results AND symptoms have resolved.

## What happens when there is a COVID – 19 Positive Diagnosis?

If a camper or staff member reports that are COVID – 19 positive, Studio B Dance Center will maintain the confidentiality of the individual at all times while mitigating the situation. The case will be reported to the proper health authorities and all families and staff of the individual’s group will be notified immediately. All facilities that the individual came in contact with will be deep cleaned and disinfected per CDC guidelines. We expect that all campers and staff members who came in close contact with the infected individual will be required to quarantine for 14 days and that any persons classified as having a proximate exposure would be required to self-monitor for symptoms for the same 14 period. CDC guidelines for handling exposure and mitigating risk of exposure will be strictly followed.

### Persons who test positive for COVID – 19 may return to camp when:

The answer to ALL of the following question is YES:

- Has it been at least 14 days since you first had symptoms?
- Fever-free for three days (72 hours) without any medicine for fever reduction?
- Has it been three days (72 hours) since your symptoms have improved?

OR

The answer to ALL of the following questions is TRUE:

- Resolution of fever without use of fever-reducing medication?
- Improvement in respiratory symptoms (e.g. cough, shortness of breath)?
- TWO negative COVID – 19 tests more than 24 hours apart?

## What is the definition of a “Close Contact”?

The CDC defines close contact as interactions within 6 feet for more than 15 minutes. Contact tracing will be carried out by trained staff in conjunction with the local health department.

## What is the definition of a “Proximate Exposure”?

A proximate exposure is defined as interactions greater than 6 feet from an infected individual within a shared space.

## Childhood Inflammatory Disease Related to COVID – 19

We are aware that the State Department of Health is investigating several cases of children experiencing symptoms similar to Kawasaki disease and toxic shock-like syndrome which may be related to COVID – 19. We will continue to monitor the situation and our staff will be vigilant in monitoring campers for the symptoms throughout the day.

## Missed Camp Days

If a camper misses camp due to being quarantined or potential exposure to an infected individual, they will receive a credit towards the 2021 camp season for days missed.