



2020 Summer Camp Health & Safety Procedures

This document incorporates and expands on recommendations from the World Health Organization, Centers for Disease Control and Prevention, local and state policies, among other resources. If modifications are made to health & safety procedures, this document will be updated and all staff and enrolled students/families will be immediately notified.

SECTION 1, Prior to start of each camp session

Staff will:

- Complete Onsite Camp Training with special emphasis on sanitization procedures, and low-touch modifications
- Understand the symptoms of COVID-19
- (If they have been sick in the past 4 weeks) Provide documentation of test results showing they are free of the coronavirus

Parents/Guardians and Students will:

- Understand the agreements and procedures in this document.
- Supply Packets: Please prepare your child with their own box or bag of basic writing and art supplies, much like you would put together for school. Remind your child not to share supplies with others.
 - Supply packets will be provided by American Stage for Sponsor A Student recipients.
 - Include: Notebook, pencils, pens, highlighters, and crayons, markers and/or colored pencils, and a glue stick. Any additional items for specific sessions will be communicated in the Welcome Email sent to you prior to that session.



SECTION 2, During Camp:

Staff:

- **Health check:** Be vigilantly aware of personal symptoms and stay in touch with camp management if or when they start to feel sick.
 - We urge staff to take their own temperature each morning before heading to camp. If they have a temperature of 100 degrees or more, we ask they do NOT attend camp that day and to get in contact with the Camp Manager as soon as possible.

- **Absences:** Teaching artists should plan for potential absences of staff and students during their session. Please do not coordinate classroom activities or final sharing plans that require any specific student or staff member to be present.

- **Drop-Off/Pick-Up:** There will be no in-classroom drop off or pick up procedures due to social distancing and low touch procedures.
 - Drop Off: Plan to have your classroom prepared by 8:30am each morning of camp, so you can fulfill any assigned drop-off car line duties (if requested by Camp Manager) from 8:30am-8:55am.
 - Pick Up: Plan to stay with your class until 3:15pm each day, or to fulfill any assigned pick-up car line procedures (if requested by Camp Manager) between 2:50pm-3:15pm.

- **Masks/Face coverings*:** **We require everyone onsite at camp to wear a face covering at all times.** Please see this information on the proper use, removal, and washing of cloth face coverings.
 - Teach and reinforce the use of cloth face coverings. Face coverings may be challenging for campers (especially younger campers) to wear in all-day settings such as camp.

- **Classroom “Cabins”:** Make sure each class remains only with their class during the



camp day, and does not physically interact or share space (including lunch rooms) with other classes/campers. (See below for details on “Cleanliness and Sanitization Procedures” of classroom cabins)

- The playground will be off limits. Outdoor breaks will be organized and scheduled by each TA.
- Classes can eat lunch outdoors, separated from other classes.
- Pre/After care students will meet in the Deseta Hall lobby, instead of one of the rooms being used for class as in years past.
- Social distancing should be implemented during all interactions and activities. See “Cleanliness & Sanitization” section below.

- Daily Communication:

- The Education Team will provide posters visible in each cabin, hallways, rehearsal rooms etc with hand washing and other preventative behaviors

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>

- Camp Manager will send update/reminder emails home 2-4 times/week, and will NOT provide/hand out physical copies onsite.

Parents/Guardians and Students:

- **Health Check: Be prepared to verbally confirm your child’s temperature daily upon drop off, in addition to other y/n basic health questions on the first day of camp at drop off.** Answering all health related questions is strongly encouraged but is optional.
- Car Line drop off and pick up only: Follow signs and staff member prompts for the drop-off and pick-up car lines each day. **In-classroom drop-off and pick-up is NOT permitted in order to maintain low-touch and social distancing procedures.**
- Please send your child to camp with their own personal water bottle and make sure their name is written on it clearly. (See Low-Touch section below for more details).



- Masks/Face coverings*: We require everyone onsite at camp to wear a face covering at all times. **Campers are required to bring/wear their own mask.** Please see this information on the proper use, removal, and washing of cloth face coverings.
 - Please take the time to teach your child the use of cloth face coverings. Face coverings may be challenging for campers (especially younger campers) to wear in all-day settings such as camp.
 - If your child arrives at camp without a face mask, we will have American Stage face masks available for purchase for \$10 each.
 - If a child loses their face covering during the camp day, we will provide a basic replacement for the remainder of the day.

- Food Service
 - Admiral Farragut Academy will provide individually packaged meals for those who purchase lunch in advance.
 - Lunch can be ordered at AmericanStage.org/summer or by contacting the Camp Manager.
 - Campers are still welcome to bring their own lunch.
 - Campers will eat lunch in their classroom or outdoors, and not in the shared dining hall as they have in years past.
 - Sharing food will not be permitted among campers.
 - If you are sending your child to camp with lunch instead of purchasing from AFA, please remember that **Admiral Farragut Academy is a completely nut-free campus.**

*Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.



SECTION 3, Cleanliness & Sanitization Procedures for Staff & Campers:

Please note: The facilities used by American Stage at Admiral Farragut Academy for 2020 Camp are to be used privately by only our staff & students. These facilities will not be used by any other group, or shared for any purpose beyond American Stage 2020 Camp.

- **Hand sanitization:**
 - Admiral Farragut Academy will provide hand sanitizer dispensers at each classroom door. Additional hand sanitizer will be provided inside each classroom by American Stage.
 - Teaching Artists (TAs) will schedule bathroom/handwashing breaks every 1-2 hours throughout the camp day. These breaks will be monitored by TAs in order to ensure students properly wash their hands.
 - Restrooms will be disinfected by TAs after each break using disinfectant wipes or spray.
- **Social distancing:**
 - Social distancing (spacing individuals 6 feet apart) will be implemented during all interactions and activities. This includes assigning/labeling chairs with students' names, using painter's tape on the ground to outline spacing/blocking, or any related actions the TAs deems helpful based on their lesson plan.
- **Cleaning and Disinfection:**
 - Staff will **Clean and disinfect** frequently touched surfaces within the camp facility.
 - Admiral Farragut Academy's facilities crew is contracted to fully clean and disinfect each space used by campers and staff every evening.
 - TAs and staff are provided with cleaning products, and required to continue to sanitize surfaces and items in the room throughout the day as used, and on student breaks.



- Disinfect door handles each time the class leaves or enters the space (classroom, bathroom, etc)
- Hard surfaces will be cleaned before and after lunch by TAs and camp staff.
- Surfaces in restrooms will be cleaned after each class bathroom break.
- TAs will complete the provided cleaning Log/checklist in each classroom binder (only to be handled by the TA and ATA).
- Cleaning products are provided in each classroom cart - only to be handled by the TA and ATA.
 - Products provided for cleaning include: Lysol wipes, paper towels, additional hand sanitizer, disinfectant spray, swiffer wet pads and mop, gloves
 - Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
 - TAs and ATAs should wear gloves when using cleaning supplies
- Low-touch modifications:
 - See drop off and pick up procedures under the “During Camp” section above.
 - Shared Objects:
 - Any Use of shared objects (e.g., art supplies, nap mats, toys, games) will be removed or limited. See “Before Camp - Supply Packets” section above.
 - Camper’s belongings will be kept separate from others’ and in individually labeled containers, cubbies, or areas.
 - Drinking Fountains:
 - Personal water bottles are encouraged, and replacements will be provided for the day if a child loses their personal water bottle.
 - Touchless water stations are available for refilling personal water bottles.
 - Regular water fountains will be off limits and strongly discouraged



SECTION 4, Performances/Friday Final Sharings:

- To maintain social distancing for Friday Final Sharings, classes will perform at separate times:
 - K-2nd grades: 3:30pm-3:50pm
 - 3rd-5th grades: 4:25pm-4:45pm
 - 6th-12th grades: 5:15pm-5:45pm
- In order to keep audience numbers low enough to socially distance in the space, guests/audiences will only be permitted to attend the Final Sharing in which they have a child/relative/friend who is performing/presenting.
- During the 30 minutes in between each class' final sharing, staff will sanitize seats and surfaces in the theatre.
- **Health & Safety requirements for audiences/guests:**
 - **Lobby:** Standing and loitering in the lobby before, during, or after each Final Sharing will not be permitted.
 - **Masks/Face-coverings** are required in order to be admitted into the building, and must be worn at all times while attending the Final Sharing.
- **Dismissal after Final Sharings:** After the Final Sharings, directives for socially-distant dismissal and pick-up will be outlined and announced by camp manager.
- **Recorded Final Sharings:** American Stage will provide families access to a recording of their child's Final Sharing so guests can still experience the Final Sharing even if they are not comfortable or not able to see it in-person.

SECTION 5, In Case of Sickness:

If A Child Feels Sick...

Staff:



- Camp Manager will contact their parent/guardian to urge they are picked up immediately. In the meantime they will remain in a “care space” adjacent to the Camp Manager’s office.

Parent/Guardian:

- Once notified by camp staff, please pick up your child as soon as possible. Upon arrival, stay in your vehicle, call or text the camp line (813-419-7447), and a staff member will escort your child to your vehicle.
- Be aware that your child will not be permitted to return to camp until providing documentation that they do not have the coronavirus. (prorated refunds free of cancellation fees, transfers or account credit can be arranged).

If A Staff Member Feels Sick...

- If you feel sick you are required to stay home.
- If you feel sick, you must communicate with either the Dir of Education or the Camp Manager immediately so a substitute can be implemented.
- Be aware that you will not be permitted to return to camp until providing documentation confirming that you do not have the coronavirus.

Policies for return-to-camp after COVID-19 illness

Staff & Parents/Guardians, please note:

- **If a staff member or student, or a member of their household, is diagnosed with COVID-19, they must inform the Director of Education immediately.**
- If a staff member or student, or a member of their household, is diagnosed with COVID-19, we will unfortunately not be able to readmit them to camp for the remainder of summer. In this case, we will offer a prorated refund, and transfer a students’ scheduled camp sessions to a Virtual Camp session for the same week/dates.



- American Stage will perform contact tracing communication to notify anyone who may have been in contact with the individual through our programs. We also notify health officials, local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)
- **If a staff member or student at camp is diagnosed with COVID-19, we will close camp for 2 full weeks.** In this case, we will offer a prorated refund, and transfer a students' scheduled camp sessions to a Virtual Camp session for the same week/dates.
- If a member of a staff or student's *household* is diagnosed with COVID-19, we will determine if/how long to close camp based on the specific scenario. For example, we could close camp for 2 weeks, or until we receive documentation from the staff member or the child's parent/guardian that the individual does not have COVID-19.