



POLICIES & PROCEDURES COVID -19



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If a family member of a camper or staff is exhibiting symptoms of Covid-19, the CDC recommends that everyone in the house self-isolate. Home isolation can end and a camper return to camp when the following guidelines are met:11

I. PURPOSE OF THIS MANUAL

We understand how trying and uncertain things are right now in just about every aspect of our lives. We also understand the part we at Snapology Austin play in the lives of our families in supporting working parents and supporting the emotional, social, and physical health of our kids. Kids need camp, but camp needs to be a safe place first. That is our number one goal. This handbook is designed to communicate our policies and procedures for conducting camp during these times.

This document was created with guidance from the CDC Day Camp Guidelines, as well as local independent health professionals, the guidelines set forth for day camps by the COVID-19 Task Force of Texas and is not intended to be used or adapted by any other business or facility.

II. POLICY & PROCEDURE MANUAL UPDATES

THIS MANUAL WILL BE UPDATED AS GUIDELINES CHANGE

This situation continues to change daily, and as such, we will adapt and adjust our protocols and procedures as we follow the guidance provided by the CDC and local health departments. It is our goal to provide for the health and wellbeing of our campers. It is imperative that everyone do their part to follow the guidelines set forth and work together to care for our kids. These guidelines are mandatory. If any family or staff member does not adhere to these guidelines, we will ask that they not participate in Snapology Austin camps for the safety of and respect for others.

We at Snapology Austin believe that staff, parents, and campers all play a part. We also agree with the Guidelines from the State when they say that, "Every adult who is responsible for providing care or education for infants, children, and youth in [the camp setting] must be aware of [the facts of the virus] and be willing to comply with the infection control measures that will be in place in these settings. Parents should monitor the health of their children and not send them to the program if they exhibit any symptom of COVID-19. They should seek COVID-19 testing promptly and report results to the program given the implications for other children, families, and staff. Individuals aged 65 or older are at a higher risk of COVID-19. Parents should protect any vulnerable persons who are members of the same household or come into frequent, close contact with infants, children and youth who attend child care centers, schools, or youth camps...for 14 days after the end of the camp session," (Checklist for Day Youth Camp Operators and Staff, pages 1 & 5).

We have taken enhanced health and safety measures—for you, our other campers, and our staff. You must follow all posted instructions and guidelines provided for you in our COVID-19 POLICY AND PROCEDURE MANUAL while attending Snapology Austin Summer Camp 2020. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By attending Snapology Austin 2020 Summer Camp you voluntarily assume all risks related to exposure to COVID-19. Ultimately, the choice for your child to attend camp is a personal one, and you are in control.

III. SYMPTOMS OF COVID-19

People with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with the following symptoms may have COVID-19:

- Cough*
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Headache*
- Muscle pain
- Sore throat
- New loss of taste or smell
- Diarrhea
- Feeling feverish or measured temperature greater than or equal to 100 degrees Fahrenheit
- Known close contact with person who is lab confirmed to have COVID-19

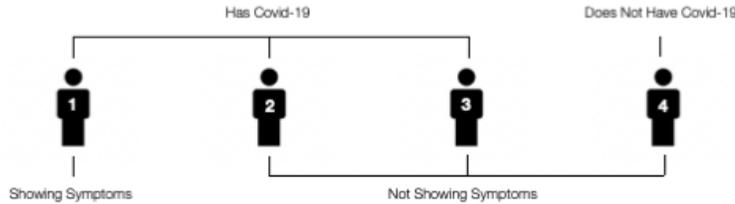
This list is not all possible symptoms. Other less common symptoms have been reported.

*If the following symptom exists with no other symptoms present, an assessment will take place, and the individual may stay in the camp setting; however, if the symptom is paired with any other symptoms on the list, the individual will need to be separated from camp and go home.

A. METHODS OF VIRUS SPREAD

We know that COVID-19 can be spread by four types of carriers: those with the disease and showing symptoms, those with the disease but without symptoms during the incubation period, those with the disease and who will not show symptoms at all, and those without the disease systemically but who do carry the virus superficially (such as on their hands).

Our job is to first proactively prevent those who are carriers of the virus, regardless of type, from attending camp. This is easy with Type 1, but harder with Types 2, 3, and 4. Given that some may be a carrier without symptoms, our second job at camp is to concurrently limit the spread of and mitigate exposure to the virus. This is achieved through the rigorous policies and procedures outlined below.



B. HOW COVID-19 IS SPREAD BY CARRIER

Those who bring the virus into a public space, regardless of which type of carrier they are, all spread it through four main methods: Airborne, Airborne-to-Surface-to-Skin, Skin-to-Skin Contact, and Skin-to-Surface-to-Skin Contact. These all rely on three sources of delivery: Airborne, Surfaces, and Skin. Our policies and procedures are purposefully designed to combat each of these sources of delivery.

IV. POLICIES AND PROCEDURES FOR CAMP

The first step to limit spread is in preventing those with a confirmed case of (or a high probability of having been in contact with a confirmed case of) COVID-19 from entering the facility. We do this through our screening procedures, which include a self-screening we will ask staff and families to do prior to arriving at camp and in an active screening we will do as people enter the facility that determines who we allow to enter camp.

A. PRE-SCREENING: PRIOR TO COMING TO CAMP

Staff Pre-screen	<ul style="list-style-type: none"> • Staff members must answer the COVID-19 Health Questions (see below) each day to satisfy admission into camp. If the answer to any of these questions is "yes," the staff member will be asked to remain home. • All staff will have their temperature checked prior to entering camp. Should their temperature exceed 100 degrees Fahrenheit, they will be asked to remain home. • All staff members must wash hands at a designated handwashing station upon entering camp each day. • Consistent with the actions taken by many employers across the state, our camp staff will wear personal face masks during the day • Gloves will be used during specific times at camp. • Staff will maintain 6 feet of social distance and encourage campers to do the same, when possible.
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Family Pre-screen	<ul style="list-style-type: none"> • If your child or someone at home is considered high risk (heart condition, elderly, lung issues, etc.) consider not attending camp. • Parents and adults will be asked to remain in cars at all times. No adults or children not enrolled in our camp will be allowed on the camp playground or in our facility. • Parents must complete the COVID-19 Camp Disclosure prior to the start of camp and answer the COVID-19 Health Questions each day to satisfy admission into camp. If the answer to any of these questions is "yes," the camper will not be permitted to attend camp.
Camper Pre-Screen Procedures	<ul style="list-style-type: none"> • Campers will remain in the parent vehicle at drop off until a Snapology staff member approaches the vehicle to pre-screen and escort child into camp. • All campers will have their temperature checked prior to entering camp. Should their temperature exceed 100 degrees Fahrenheit, they will not be permitted to attend camp. • All campers must wash hands at a designated handwashing station upon entering camp each day. • Campers must bring their own water bottles. Refill stations will be available throughout the day. • Face masks for campers will be required and should be provided by the family. We have disposable face masks available for campers in extenuating circumstances.

V. DROP OFF AND PICK UP PROCEDURES

Snapology Austin will implement a no contact drop off and pick up procedure for camp. Please follow the signage directing families where to queue for drop off and pick up. PLEASE REMAIN IN YOUR CAR AT BOTH DROP OFF AND PICK UP UNTIL YOU ARE APPROACHED BY A STAFF MEMBER. Failure to comply will result in dismissal from camp.

A. DROP OFF PROCEDURE

Parents and camper will remain in vehicle. Please have your camper seated in the back-passenger side of vehicle.

1. Camp staff will approach parents from front passenger side of vehicle for Daily Confirmation of the COVID-19 Health Questions:
 - a. Have you or anyone in your immediate household had symptoms of COVID-19 within the last 14 days?
 - b. Have you come into contact with anyone who has been lab confirmed with COVID-19 within the last 14 days?
 - i. If any of the health questions are answered with "YES," the camper will be asked to remain home. In the event that siblings are signed

up for camp, if one person in the family is exhibiting symptoms or has been exposed to someone who has been lab confirmed with COVID-19, then the entire family has been exposed and cannot come to camp.

2. Camp staff will perform Rapid Temperature Check of camper. We consider a normal temperature one that is below 100 degrees Fahrenheit. Should a camper's temperature exceed 100 degrees Fahrenheit, they will not be able to stay at camp and should not return until their temperature is under 100 for 24 hours without fever reducing medication.
3. Staff will provide a plastic bag for camper to put lunch/snacks/refillable water bottle in and escort child into camp. Camper will wash/disinfect their hands immediately upon entering.

B. PICK UP PROCEDURE

Families will be asked to download the Remind app on their cell phones to communicate their arrival at Snapology for pick-up. Please follow the signage directing families where to queue for pick up. You must remain in your vehicle.

1. Each family will receive a class code in their camp introduction email and a reminder text in the afternoon via the Remind App. Once you are in the pick-up line please reply to the text message with:
 - a. First and last name of camper
 - b. Type of vehicle
2. Snapology staff will radio for the camper to be picked up. Camper will gather their belongings and be escorted to the parking lot for pick-up. For safety children will need to enter the vehicle via the back-passenger side. If your child needs assistance buckling their safety belt please let the staff member know.

VI. GROUP SIZE

To remain consistent with our guidelines, we have reduced the number of students per group to a maximum of 10 for the month of June. Please note that as the guidelines change the class group may increase but our maximum class size for summer 2021 will not exceed 14 children. All groups will be stable and will not share lunch or playground times with other groups.

The State acknowledges that the "protective measures," (i.e. social distancing or keeping a distance of six feet from others within small groups), "that we can expect from adults are, for a variety of reasons, simply not possible for infants, children, and youth to practice in schools, child care centers, and youth camps. In some cases, the child will be too young to understand and practice these precautions. We cannot, for example, expect a group of toddlers or schoolchildren not to engage in interactive play or share toys," (Checklist for Day Youth Camp Operators and Staff, page 1). Our goal is to keep

these small groups as distinct as possible, but we acknowledge that within each small group, there will be interaction between those campers. Our staff will attempt to mitigate the risks of those interactions as much as possible in accordance with our Camp Hygiene and Cleaning and Disinfection Policies.

VII. CAMP TIMES, WHAT TO BRING & AFTER CARE

A. CAMP TIMES BY LOCATION

1. Snapology Austin Discovery Center

- Camp times: 8:30 am – 3:30 pm
- Optional before/after-care: 8am; 3:30pm – 5pm (additional fee, space is limited)

We will continue to run before/after care with a limited number of spots. Please note that some mixing of groups during this time is inevitable as numbers decrease at the end of the day.

2. West Austin Youth Association TBD

3. Circle C Community Center TBD

4. Lakeway Activity Center TBD

B. WHAT TO WEAR & BRING TO CAMP

- Comfortable clothing
- Closed toe shoes appropriate for outdoors
- Nut-free lunch & nut-free snack
- Refillable water bottle.
- If needed, please apply sunscreen & bug spray before arriving at camp. You may send sunscreen and bug spray with your children but Snapology Austin staff cannot assist with reapplying.
- Face Mask

Optional

- Medication, if necessary (Must have a completed Medical Dosage Form, in their original container with camper's name and dosage matching)

C. THINGS THAT SHOULD NOT BE BROUGHT TO CAMP

- Toys or electronics
- Anything else

VIII. CAMP HYGIENE

Following the guidelines set forth by the CDC our camp hygiene procedures will be in place each day of camp for all staff and campers.

A. Handwashing will take place during the following times:

- Arrival to the facility and after each activity rotation
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- After using the bathroom
- After coming in contact with any bodily fluid
- Before and after playing outdoors or in sand

B. Handwashing Procedure

Campers and staff will wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, hand sanitizer can be used. Camp staff will supervise children when they use hand sanitizer to prevent ingestion and assist children with handwashing, including young children who cannot wash hands alone. After assisting children with handwashing, staff will also wash their hands. Posters describing handwashing steps will be placed near sinks and we will ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues, etc.) to support healthy hygiene practices.

C. Lunch Hygiene Plan

- Please send disposable lunch containers when possible including utensils, napkins, and plates.
- All snacks should be pre-packaged individually in disposable containers or disposable sandwich bags.
- Staff will clean and disinfect tables, chairs, etc. after use.

IX. CLEANING AND DISINFECTION

Following the State guidelines for campsite cleaning and disinfection, Snapology Austin will maintain a clean and sanitary camp environment. The following will be part of that procedure:

- Clean and disinfect frequently touched surfaces between groups & throughout the day including door handles, sink handles, tables and chairs, playground equipment, outside toys, etc.
- Clean and sanitize shared objects including toys, games, and art supplies each day.

- Ensure safe and correct application of EPA approved disinfectants and sanitizers to treat for COVID-19. These products will be kept away from children.
- Deep clean and sanitize the camp prior to the start of a new camp session.
- Students will work with the same computer and LEGO kit daily which will be cleaned and sanitized each day.

X. OTHER CAMP FACILITY PROTOCOLS

- Snapology Austin will have designated staff whose duty it is to help ensure the health protocols adopted by the camp are being successfully implemented and followed. All staff will participate as part of their duties.
- Snapology Austin will communicate and coordinate with the local health department, local emergency services, and local health care providers before the start of a camp session. This coordination will include ensuring prompt and coordinated response to COVID-19 and other emergencies.
- Snapology Austin will ensure access to our on-call nurse for the duration of the camp session.
- Consistent with the actions taken by many employers across the state, Snapology Austin camp staff will wear personal face masks during the day. Face masks for campers are optional.

XI. STAFF HEALTH PROCEDURES

Snapology Austin has always maintained the highest standards with its camp staff most of whom are certified teachers, education students, or are engaged in related fields of study. Each team member is First Aid and CPR certified, and each has a yearly criminal background check performed. This summer, more than any other, that experience and those qualifications will play an important part in helping keep camp safer.

XII. CAMP ACTIVITIES

Snapology Austin camp curriculum is varied and provides a wide range of activities for campers to participate in, but because of COVID-19 certain camp activities pose greater risks than others. All groups will remain stable and will have designated snack, lunch and outdoor time. All outdoor equipment will be sanitized between groups.

Limiting and Helping Safeguard Sharing	<ul style="list-style-type: none"> • Multiple sets of the same equipment and supplies for each small group of campers • Requiring campers to keep personal belongings in a bag that is provided at drop off daily • Cleaning shared equipment between each rotation, every day
What We Have Added	<ul style="list-style-type: none"> • Additional camp staff to help support cleaning and sanitizing

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|--|---|
| | <ul style="list-style-type: none">• Hospital grade disinfectants and sanitizers |
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XIII. MONITORING DURING CAMP

From the moment a child is dropped off at camp each day, Snapology Austin will continue to screen and monitor for possible sickness including any potential symptoms listed below:

- Cough*
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Headache*
- Muscle pain
- Sore throat
- New loss of taste or smell
- Diarrhea
- Feeling feverish or measured temperature greater than or equal to 100 degrees Fahrenheit
- Known close contact with person who is lab confirmed to have COVID-19

This list is not all possible symptoms. Other less common symptoms have been reported. Please read the next section for procedures when symptoms are detected at camp.

*If the following symptom exists with no other symptoms present, an assessment will take place, and the individual may stay in the camp setting; however, if the symptom is paired with any other symptoms on the list, the individual will need to be separated from camp and go home.

XIV. SICKNESS AT CAMP

A. IF A CAMPER BEGINS EXHIBITING SYMPTOMS

The following steps will be taken for any camper or staff member who demonstrates symptoms of sickness during camp.

1. The camper or staff member exhibiting symptoms of illness during camp will be isolated in our designated First Aid Station.
2. The camper's parents will be called and asked to pick up their camper immediately. A staff member exhibiting symptoms will be asked to leave camp if they are able to leave on their own, or secure transportation if unable to leave on their own.
 1. If the camper or staff member has symptoms that could be COVID-19 and wants to return to camp the individual must obtain a medical professional's note clearing the individual for return based on a negative nucleic-acid

COVID-19 test and an alternative diagnosis. Find TX COVID-19 Test Collection Sites online, contact the local health department for testing, or see a health care provider.

2. In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until they have completed this three-step criteria: at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and the individual has improvement in symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared.

B. IF POSITIVE CASE OF COVID IS CONFIRMED WITH A CAMPER OR STAFF

When an individual tests positive for COVID-19, we will notify all parents or guardians of campers that week. The parents or guardians may decide to either pick up their child from the camp or leave the child in the camp and trust the camp to take appropriate safeguards. We will keep the small group containing the individual who tested positive for COVID-19 isolated from other groups at the camp for the remainder of the camp session.

C. IMMEDIATE FAMILY MEMBER EXHIBITING SYMPTOMS OR CONFIRMED CASE OF COVID-19

If a family member of a camper or staff is exhibiting symptoms of Covid-19, the CDC recommends that everyone in the house self-isolate. Home isolation can end and a camper return to camp when the following guidelines are met:

CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected. The person infected could meet the above criteria and is cleared to leave isolation; however, the other family members would need to remain in isolation 14 days after last symptom exposure. If a Covid-19 test is performed, this can alter the isolation period. If the test is negative, the family is free to return to normal activities and camp. If the family member's test is positive, the 14-day isolation from the last active symptom remains.