

# COVID-19 Youth Program Handbook

September 11, 2020



As part of the ongoing response to the coronavirus (COVID-19), Dakota County Parks has developed the following practices for day camps. These practices were developed under the guidance of the Center for Disease Control (CDC) and Minnesota Department of Health (MDH). Dakota County Parks will update these practices as guidelines are revised.

## Health and Safety

### Handwashing

- Staff and youth participants will follow proper handwashing procedures. That includes:
  - Washing with soap and water for at least 20 seconds.
  - Utilizing alcohol based hand sanitizers be used if soap and water are not readily available.
  - Resources on hand washing can be found here:  
<https://www.health.state.mn.us/people/handhygiene/index.html>
  - Handwashing will occur:
    - Upon staff and participant arrival
    - Before and after meal and snack breaks
    - Before and after applying sunscreen
    - After use of restroom
    - After any transition from outdoor to indoor space

### Masks

- Staff will wear cloth face coverings or masks when in the presence of other staff or participants.
- Participants will wear cloth face coverings or masks when indoors and when in the presence of other staff or participants. Participants will be encouraged to wear masks when outside, as activities allow. Dakota County will provide masks for participants as needed.
- For those participants who are not able to wear masks, physical distancing of six feet will be maintained whenever possible.

### Physical Distancing

- Staff and participants will maintain a 6 foot physical distance between themselves and others.
- Spaces will be marked with visual cues to provide understanding of distancing needs.

- Due to state guidelines, and to allow for safe physical distancing during program activities, group size will be limited in camps to 15 participants/staff while inside and 25 participants/staff for outdoor activities.
- Camp registration will be limited to 13 camp participants to meet these group size limitations.

### **Cleaning and Disinfecting**

- All indoor spaces will be equipped with disinfecting spray and wipes.
- All outdoor spaces will be equipped with hand sanitizer and wipes.
- Facilities, including restrooms, used by participants will be cleaned daily by maintenance staff following COVID-19 protocols.
- Program staff will wipe down high touch surfaces three times per day. High touch surfaces include door knobs, railings, table tops, counters, light switches, and chairs.
- The use of shared equipment will be minimized as much as possible. Shared equipment will be disinfected between use.

### **Health Screening**

- Staff are required to complete a health screening daily.
- Participants will be screened by staff upon arrival by taking a participant's temperature with a non-contact thermometer, ensuring temperature is under 100.4°F, and verbally confirming with parent or guardian that child does not have the following symptoms:
  - Fever
  - Cough
  - Shortness of Breath
- Staff and participants who do not pass screening will not be allowed to participate in camp and will be asked to return home. If an ill student has a sibling also enrolled in camp, they will also be sent home for observation.
- MDH Exclusion Guidelines will be followed: <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>.
- Dakota County will follow the exclusion guidelines and ensure participants stay home if they are ill or have been knowingly exposed to an individual who has tested positive for COVID-19.

### **Ill Students or Staff**

If a staff person or participant develops symptoms consistent with coronavirus (COVID-19), while at camp, the following procedures would be followed:

- Staff will isolate participant or staff person who is ill.
- Parents, guardians or emergency contacts will be contacted and asked to pick up participant immediately. If the ill student has a sibling, that sibling will also be sent home for observation. If a staff person is ill, they will be requested to leave and backup staff will be contacted.

### **COVID-19 Positive Case Reporting Procedure**

If a participant or staff person is diagnosed with COVID-19, the following procedures would be followed:

- Staff member or participant's parent/guardian should notify Dakota County Parks at 651.554.6536 or [parkseducation@co.dakota.mn.us](mailto:parkseducation@co.dakota.mn.us).
- The camp would be cancelled for the remaining days of the camp.
- Parents and Guardians of participants will be notified.
- Pro-rated refunds for camp fees will be provided.
- Camp facilities will remain closed for 24 hours. After 24 hours, the facility will receive a deep cleaning.
- Dakota County staff will notify the Outdoor Education Supervisor and Visitor Services Manager, who will contact and work with Dakota County Public Health and the Minnesota Department of Health to determine any further actions.
- Staff and participants who have been in direct contact with an individual who is diagnosed with COVID-19 will remain out of camp for 14 calendar days from the onset of the first symptoms.

#### Program Changes

- Program facilities may be relocated to allow for camps to occur in permit-only or low use areas to reduce interaction of camp participants and staff with the general public.
- Curriculum and activities have been adapted to allow for physical distancing and to occur outside whenever possible.
- As much as possible, equipment will be assigned to a participant and used solely by that participant. When shared equipment is the only alternative, equipment will be disinfected between use.
- Participants are asked to limit travel and interaction with the broader community as much as possible.

#### **Meals**

- Meals will be eaten outdoors whenever possible and participants and staff will be physically distanced.
- Participants will bring their own snacks, water bottles, and lunch. Sharing of items will not be allowed.
- Hands will be washed or sanitized before and after lunch.

#### **Pickup and Dropoff**

- Parents will be asked to drop-off and pick-up participants by waiting in the marked and signed parking spots adjacent to the facility.
- Parents will be asked to wait in the car and wear a mask during drop-off and pickup.
- Participants will wait until a staff person approaches their parking spot. Parents will be asked to verbally answer the health screening for the camp participant(s).

- Parent or Guardian will be asked to complete two waivers and indicate who will be picking up camp participant(s) and any changes in emergency contact information.
- Upon completion of paperwork and screening, staff person will indicate participant can get out of car, and complete the temperature check. If passed, the staff person will walk the participant to camp location.
- Upon pickup, parent or guardian or emergency contact will wait in car in marked parking spot until staff requests their identification.
- If no spaces are open, families are to remain in their vehicles lined up until space is available. Staff will indicate openings to vehicles. Please remain parked until directed to move.

#### Resources

[MDH COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs](#)

[MN DNR COVID-19 Outdoor Recreation, Facilities and Public Guidelines](#)

[ACA Camp Operations Guide Summer 2020](#)