



Updated: May 21, 2020

Re: Poland Parks & Recreation Department Plan  
For Camp Connor in response to covid-19.

Hello Camp Connor Families,

We are super excited to be moving ahead with camp and providing a fun filled experience for your child. We will be doing the following activities each week;  
Kayaking/Canoeing; Swimming; Obstacle Course; Small hikes; Field Games; Arts & Crafts;  
Themed weeks; Etc...

We also know that camp in some ways will be different to make sure that we provide a safe environment for your children. We have spent a significant amount of time putting together this packet of information and also preparing the property so that camp is ready on June 22<sup>nd</sup>. We realize that the virus has created many uncertainties and anxiety for families. We also know how important it is that children have interactions and enjoyment, as well as a safe place for parents to send your children. We hope that you will consider having your child(ren) participate in camp.

**Prior to camp we will be mailing you a waiver form to have you sign that signifies you are aware of our plan. The form will need to be dropped off at the start of the first camp week your child(ren) will be attending.**

Here is a detailed plan on what to expect at camp.

- (1) **Open House:** We will send out an open house invite to families (next week) who have registered, so if you have never seen the camp before or if you want to see how camp will be physically different this year, please make sure to sign up. Once camp begins, we will not have an opportunity to offer tours.
- (2) **Camp Participation:** We will be limited camp to up to 100 campers per week. The campers will be divided into four groups up to 25 campers and 2 staff that will remain separate from one another during entire time at camp. The groups of 25 will at times be split up into smaller groups when its appropriate. Once we reach 100 campers any given week, we will put campers on a wait list
- (3) **Registration and refunds:**
  - If you have decided not to have your child(ren) attend camp, please, please, please make sure to notify us by **no later than June 1<sup>st</sup>**. (Participant numbers impact our staffing needs and budget. It is important that our budget at least break even this year.
  - Payments of each camp week will be required 14 days in advance of any given week.

- **Payment schedule:**

- (1) June 22 week is due by June 8
- (2) June 29 week is due by June 15
- (3) July 6 week is due by June 22
- (4) July 13 week is due by June 29
- (5) July 20 week is due by July 6
- (6) July 27 week is due by July 13
- (7) August 3 week is due by July 20
- (8) August 10 week is due by July 27
- (9) August 17 is due by August 3

- If you need to make changes to your camp week(s), please do so by no later than June 1<sup>st</sup>.
- After June 1<sup>st</sup>, if you cancel any weeks, you will be obligated to pay the \$20.00 deposit per week.
- If you cancel any week within 7 days, you will only receive back a 50% refund or you can consider moving to another week with no loss of money, as long as there is room.
- If you cancel any camp week within 72 hours of camp we will not provide refunds or you can consider moving to another week with no loss of money, as long as there is room.

- (4) **Communication:** Prior to camp, the director will send out a link to the Bloomz app. This is our tool to communicate to the camp families and also share photos of all of the fun the camp is having!

(5) **Highest priority:**

If children or staff are showing symptoms of COVID-19, have been in contact with someone with COVID-19 in the last 14 days, have been tested and are awaiting results, or are at high risk due to underlying health conditions, they will not be able to attend or stay at camp until written proof is provided by a doctor that he/she no longer has the virus.

We will be utilizing the following guidelines to minimize the risks of spreading the coronavirus. The following guidance is designed to maintain health and safety standards requirements and physical distancing directives while providing much-needed services.

Anyone with the following condition(s), will need to consult their doctor before considering attending our camp;

- People who have serious underlying medical conditions like:
- Heart disease
- Diabetes
- Lung disease
- Underlying immune disorders/people with compromised immune systems/people taking immune suppressant medications (examples of these disorders include Rheumatoid Arthritis, Crohn's Disease, recent cancer treatment)

(6) **Out of state campers:**

- If a camper is coming from out of state will be expected to self quarantine for 14 days prior to attending camp. We are still waiting for clarification from the state regarding what constitutes leaving the state of Maine and returning.

(7) **Drop-Off and Pick-Up:**

## Before dropping off your child(ren),

- Parents/caregivers to check for symptoms each day prior to sending campers.
  - Campers and staff should determine their health status prior to coming to camp each day.
1. Do I feel unwell today?
  2. Do I have a cough or sore throat?
  3. Do I have a fever or do I feel feverish?
  4. Do I or have I had shortness of breath?
  5. Do I or have I had a loss of taste or smell?
  6. Do I or have I been around anyone exhibiting these symptoms within the past 14 days?
  7. Do I or have I been living with anyone who is sick or quarantined?
  8. Have I been out of state in the last 14 days? **Again we will get clarification on someone who leaves the state and comes back.**
  9. Take temperature: is it 37.8 C/100 F or higher?

If the answer is “yes” to any of the questions, stay home.

- Please communicate with camp if your child is staying home due to illness.
- Please self-report any symptoms and notification of exposures to camp director.
- Camp Director will be responsible for responding to COVID-19 concerns.
- Any staff or camper will not be able to return to camp until they have been fever free for at least 72 hours without the use of fever-reducing medications (e.g., Advil, Tylenol).
- Anyone diagnosed with COVID-19 or awaiting test-results should self-isolate until:
  1. It's been 3 full days of no fever without the use of fever-reducing medication, and
  2. Other symptoms have improved, and
  3. At least 10 days have passed since symptoms first appeared.
- If symptoms begin while at camp, the child must be sent home as soon as possible. Keep sick children separate from well children and limit staff contact as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.
- We will have a sign posted clearly indicating that no one may enter camp if they have symptoms of respiratory illness.
- Ideally, the same parent or caregiver should drop off and pick up the child(ren) every day. If possible, older people such as grandparents should not pick up their children, because they are more at risk for serious illness.
- Parents and caregivers who are self-quarantining due to close contact with a COVID-19 positive individual should NOT do drop-off or pick-up.
- Staff will sign in campers. No one else should be getting out of the vehicle.
- If a parent or guardian wishes to talk with the camp nurse or director, please call # 998-2024
- Campers will immediately wash hands, go to the nurse tent and have a temperature check and drop off back pack into their personalized space.
- If a camper has a temperature of 100 degrees Fahrenheit or higher, they will need to immediately be picked up.
- If a camper in general is not feeling well, we will notify parents/designee and continue to monitor/communicate.

## **(8) Health Screening:**

- We will ask campers/staff and confidentially, the following upon arrival each day:
  1. Have they been in close contact with a person who has COVID-19?
  2. Do they feel unwell with any symptoms consistent with COVID-19? *For example, have they had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?*
  3. Make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.

Person providing health screening:

- We will have a nurse or designee conducting health screenings.
- Wear a cloth facial covering, eye protection, and a single pair of disposable gloves
- Check each child's temperature
- We are using a non-contact thermometer

If a staff or camper becomes sick;

- We will have a designated space in case someone becomes ill at camp and is showing covid-19 like symptoms.
- Parent/designee will be called immediately.
- Child will need to be picked up.
- Camp director would notify the State health office if any child is suspected of having covid-19 and we will need to have proper communications with families while maintaining confidentiality.
- Close off any areas that may have been utilized by a camper or staff who have symptoms of the virus.
- Disinfect those areas.
- If a child or staff has covid-19, they would not be able to return to camp until they have met CDC criteria of isolation and evaluation by a medical provider. The medical provider will need to provide a note to camp in order to return.
- We would inform those exposed to a person with Covid-19 to stay home and self monitor for symptoms and follow CDC guidance if symptoms develop.
- If we determine that an outbreak has occurred, we may determine its best to close camp for a day or two (or longer) until all areas are properly disinfected and we have any necessary approvals by health professionals.

## **(9) What campers are allowed to bring to camp? \* Required**

- Towel \*
- Bathing suit \*
- Lunch/snacks \*
- Sun screen/Bug spray
- Medication
- Extra clothing \*
- Water bottle \*
- Sun glasses
- Hat
- Closed toe shoes \*
- Book
  
- All personal items need to be labeled with child's first and last name.
  
- We will supply campers with their own age appropriate arts and crafts Kits.

- Campers will not be allowed to bring electronics, toys, games, etc... to camp.
- Any items left by the end of the day will need to be tossed.

**(10) General guidelines:**

- Guidelines and checklist provided by the State of Maine for sanitation will be followed each day during camp.
- We will encourage parents to do temperature checks as well, to avoid bringing children too camp who may be compromised.
- Staff will wear gloves as needed to address health issues or food distribution, etc...
- Campers will not be expected to wear gloves.
- Special guests: We do anticipate having special guests come to camp to share their talents. They will be expected to follow our social distancing guidelines and health screening protocol.
- We will be spacing seating.
- Using ground markers to keep space between lines.
- Main lodge and staff wing will only be utilized by staff.
- Group areas will be designated under the shelters and tent areas.
- CDC guidelines recommend no field trips and we were not planning any since our camp is outdoors and has plenty of amazing opportunity.

**(11) Drinking water:**

- Campers will need to bring their water bottle daily.
- Must have their name on it.
- We will provide refills as needed using refillable water jugs.
- We will not be using bottled water.

## **(12) Cloth Facial Coverings:**

It is required that all staff wear cloth facial coverings while providing care, except for a medical reason.

- CDC recommends cloth facial coverings in settings where other physical distancing measures are difficult to maintain, especially in areas of significant community-based transmission.
- Staff may take off their facial covering during activity when social distancing is possible.

Cloth facial coverings for children are recommended:

- We will provide campers with reusable face coverings and plan to only utilize if we are not able to follow social distancing guidelines.
- It is developmentally appropriate for children to wear cloth facial coverings when children can properly put on, take off, and not touch or suck on the covering and when needed.
- In settings where physical distancing is not possible, campers should wear face coverings when practical and age, activity, and developmentally appropriate.
- Campers with a medical reason for not wearing a cloth facial covering must not be required to wear one.
- Washing masks: We will wash masks if they get used.

## **(13) Promote healthy hygiene practices at camp:**

- Encourage children to join all of the adults around them to prevent spread of germs.
- Teach and reinforce washing hands and covering coughs and sneezing.
- We will post reminder signs regarding proper hygiene.

## **(14) Hand Washing:**

1. All campers, staff, and contracted service providers should engage in hand hygiene at the following times:

- Arrival to the facility
- After staff breaks
- Before and after preparing food or drinks
- Before and after eating or handling food
- Before and after administering medication or medical ointment
- After using the bathroom

- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors
- After handling garbage
- After cleaning

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Follow these 5 steps for hand washing or hand sanitizing every time.

- a. Wet your hands with clean, running water (warm or cold), turn off the tap with paper towel and apply soap.
- b. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- c. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- d. Rinse your hands well under clean, running water.
- e. Let your hands air dry.

### **(15) Cleaning at camp:**

- We will follow CDC guidelines.
- Outdoor equipment will be cleaned daily with combo of alcohol and water.
- Tables, chairs, sinks, and other surfaces will be cleaned daily with hot water and soap and/or recommended disinfectant.
- Camp gear will be cleaned after every use.
- Children’s books, art supplies and other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

### **(16) Inclement Weather:**

- If we anticipate a harsh weather day (Pouring rain, thunderstorms, low temperature, etc...) we will not hold camp. We will send a notice out on bloomz if we have to cancel.
- If bad weather is only expected to last a short while, we will still plan to hold camp.
- We are working on a possible back up space next door, if we have to shelter in place.

### **(17) Meals:**

- We hope to have the food program (breakfast and lunch) back this year. Once we know for certain, one way or the other, we will notify families. The decision on the food program is based on whether RSU16 can offer the program to us based on guidelines they have to follow.
- If we are not able to utilize the food program, campers will be expected to have eaten breakfast prior to coming to camp and provide a lunch from home. If a camper arrives at camp without a lunch, someone will be expected to bring a lunch to camp.
- There will not be any sharing of food, drink or utensils allowed.

### **(18) Swimming:**

- There is no evidence that covid-19 can spread to humans through the water, according to the CDC.
- Campers and staff will follow social distancing on the shore and in the water.
- We will limit the number of campers allowed in the water at one time.

- We are still waiting on word whether or not using the raft makes sense. If we can not use the raft, we are looking at other possible floatation options.

### **(19) Current projects at camp:**

- Metal roofs on all of the buildings
- Installing a hot water heater to provide access to warm water. A big thank you to Dave Cooper and Nick Rinchich for assisting with the electrical and plumbing.
- Garden-We have our 3 garden beds ready to go!
- Bowling Lane
- Four Square

### **(20) WHAT ARE THE SYMPTOMS?**

Symptoms of coronavirus may include fever, cough difficulty breathing and sore throat. Symptoms generally appear in two to 14 days after exposure.

Other symptoms include chills, repeated shaking with chills, muscle pain, headache, sore throat and new loss of taste or smell.

Health officials said most patients experience mild symptoms and can recover at home.

However, some patients, particularly those with underlying medical conditions, may experience more severe respiratory illness.

Coronavirus appears to spread in similar ways to the flu and the common cold, which includes through the air by coughing and sneezing, close personal contact such as touching and shaking hands and touching an object or surface with the virus on it, then touching your mouth, nose or eyes.

Anyone experiencing symptoms is urged to call their health care provider and not just show up in person.

If you have any questions, please do not hesitate to contact me at 207-838-8632 or by e-mail [ssegal@polandtownoffice.org](mailto:ssegal@polandtownoffice.org)

Sunny regards,

Scott Segal  
Poland Parks & Recreation Director

Amanda Olmstead  
Summer Camp Director