



COVID-19: Phoenix Ranch Summer Camp Plans

The following plan will supersede other school policies, which were appropriate before the current pandemic. With guidance set forth by local, state, and federal governments, as well as the American Camp Association, CDC, Department of Public Health, and Department of Social Services, we have developed a comprehensive plan to assure the safety and well-being of our school community.

Our School reserves the right to dis-enroll any student at any time. We ask that you take our Covid-19 protocols and policies seriously and support us in our efforts to keep the school as safe and healthy as possible. We must work together!

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Cleaning and Disinfection Efforts

The proper use of EPA approved disinfectants can help contain and prevent the spread of viruses and harmful bacteria. This is our top priority as we provide our services in the safest and most effective way possible. Surfaces and objects that are frequently touched will be cleaned, sanitized and disinfected daily and routinely by assigned staff members. These include doorknobs, light switches, sink and toilet handles, countertops, desks, tables, chairs, cubbies, supplies, toys, games, classroom computers, playground equipment, trashcans and more. Further, counselors will clean and disinfect in their classrooms during their daily routines. All products used are EPA approved and safe for use around children. Staff has been trained on how to properly, clean, sanitize and disinfect.

Healthy Hand Hygiene

- Every classroom and common area will have a supply of hand sanitizer, containing 80% alcohol.
- Hand sanitizer will be stored out of children's reach and children will be supervised when using it.
- While sanitizer is available, we prefer hand washing with soap and water for 20 seconds whenever possible.
- Children will be taught how to correctly wash their hands with soap and water and how to use sanitizer.
- Staff will sanitize their hands every 30 minutes or as needed.
- Staff will have a supply of disposable gloves to use when assisting a child with an injury, when handling food, and as needed.
- All children and staff will engage in hand hygiene at the following times:
 - Arrival to camp
 - Before and after preparing foods or drinks
 - Before and after eating
 - Before and after assisting a child who becomes ill
 - Before and after administering medication or medical ointment
 - Before and after treating a child for a cut or wound
 - After coming in contact with bodily fluid (for example when a child sneezes, coughs, cries, etc.)
 - After playing outdoors
 - After handling a trashcan

The Classroom: Toys, Materials and Furniture

- Classroom windows will be opened before/after school and when weather permits to allow for ventilation.
- According to the CDC, children's books, like other paper-based materials are not considered high risk for transmission, and do not need additional cleaning or disinfection procedures.
- Toys will not be shared unless sanitized first.
- Children will have their individual supply packs containing pencils, crayons, etc. as to limit the need for sharing.
- All classroom rugs will be removed.
- Toys will remain in designated classrooms and will not be shared with other classrooms or groups of children.
- Classroom furniture will be cleaned, sanitized and disinfected throughout the day and before and after each use: tables, desks, chairs, science tables, water tables, etc.
- Whenever possible, chairs and table space will be assigned to individual children to limit sharing.
- Classroom computers will be disinfected before and after use.

Playground Equipment

- Outdoor play equipment will be disinfected daily using an electrostatic disinfecting device.
- Electrostatic spray is electrically charged, allowing the appropriate sanitizers, mold preventatives and disinfectants to wrap around and evenly coat all types of surfaces for a more complete clean. As the chemical exits the electrostatic sprayer, it's given a positive electrical charge. The droplets then become attracted to all negative surfaces, covering the visible area, underside and backside, with the sanitizing agent. Surfaces that are already covered will repel the spray, making the method extremely efficient.

Snacks, Lunch, and Water Fountains

- Campers will bring their own lunch, snack and drinks.
- Tables used for snacks and meals will be cleaned and disinfected before and after every use.
- Children and staff will wash their hands with soap and water before and after every snack/meal.
- Drinking fountain spouts will be covered and inaccessible. Campers should bring refillable water bottles to use with our filling stations.

Physical Distancing Strategies

While physical distancing is not entirely possible in a camp setting, the strategies listed below will be implemented to minimize contact and maximize space as much as possible. Our objective is to keep the same counselor(s) and support staff members with the same small group of children at all times to minimize contact with children and staff outside of each child's immediate classroom environment.

- Groups of children will be kept to a maximum of 15 per counselor.
- A specific counselor will be assigned to the same group of children at all times.
- Classrooms and outdoor spaces will be rearranged and furniture/equipment removed to allow for more open space.
- Tables and desks will be arranged as far away from each other as possible.
- Physical distancing strategies will be used as much as possible.
- Many activities will be held outdoors, and children will be spaced apart as much as possible.
- Outdoor spaces will be utilized as much as possible, weather permitting.
- The school office will be open from 8:00 a.m. – 4:30 p.m. However, we ask parents to resolve matters via telephone and/or email whenever possible. Parent meetings may be conducted via telephone or Zoom when needed. Person to person meetings may take place if absolutely necessary, as long as the following precautions are taken: all participants must wear a face mask and physical distancing, of a minimum of 6 feet, will be required. Some of these meetings may take place outdoors instead of the office.
- Necessary paperwork and payments may be dropped in the Tuition Box, located in the front office, or may be mailed to the school address.
- Visitors, volunteers, delivery personnel, and prospective parents will not be allowed on campus during school hours. All campus tours with prospective families will be scheduled for Saturdays.
- Since your child will be at school and exposed to individuals outside of your home, we encourage you to continue to physical distance yourselves from the elderly and other vulnerable individuals.

Illness Policy Addendum – ZERO TOLERANCE POLICY

Summer camp in the midst of a global pandemic requires Phoenix Ranch School to implement a **ZERO TOLERANCE** illness policy. It is expected that **ALL** families will comply and support us in our efforts to keep our school community as safe and healthy as possible.

- All staff and children **MUST** stay home when feeling ill.
- Given that Covid-19 is transmittable even when mild or no symptoms are present, we ask that you take even the slightest sign of illness seriously out of an abundance of caution.
- Upon arrival each day, the staff will conduct a screening of every child. A screening will entail taking a child's temperature using a no-touch infrared forehead thermometer, questions about your child's well-being, as well as a visual inspection of each child for signs of illness which could include flushed cheeks, rapid/difficulty breathing, fatigue, cough, or runny nose. If a staff member suspects your child may be ill, you will be asked to take your child home.
- **Your child must stay home if he/she:**
 - has a temperature of 99.5 degrees or higher.
 - has a cough
 - has shortness of breath
 - has a sore throat
 - has a runny nose
 - has a tummy ache
 - vomits, even if just once
 - has even one bout of diarrhea
 - is lethargic and not his/her usual self
 - is suspicious of being ill, based on the staff's observations
- If you disagree with the school's decision to send your child home, you must pick-up your child regardless and may return the following day with a doctor's note clearly stating your child has been seen by the doctor and may safely return to school without the risk of infecting others.
- If a child develops a fever or other symptoms while at school, the parent(s) will be notified and expected to pick-up the child within 30 minutes. Until the parent or authorized individual arrives, the child will rest in a designated area in order to prevent spread. A staff member will accompany the child at all times to help keep the child comfortable and safe.
- All staff will also be screened upon arriving to work and will be sent home if we see any signs of illness.
- If a child or staff member is asked to stay home, he/she cannot return until all symptoms have disappeared for at least 24 hours, without the help of fever reducers and other medication.
- If a child is sent home for illness related reasons, he/she must remain home for at least 24 hours, even if symptoms don't appear at home.
- All children must be up to date on all required vaccines.
- If a child is out due to illness and has a sibling who is also enrolled in camp, both siblings must stay home until 24 hours symptom free, even if one does not exhibit any symptoms at all.
- If your child has asthma or any other underlying health condition putting him/her at higher risk of getting ill, it is imperative that a doctor's note be provided to return to school, and an individualized plan be drafted with the administration to assure your child's health and safety while in our care.
- If a child, family member, or staff member is exposed to an individual who tested positive or is suspicious of having COVID-19, the administration must be notified immediately.
- Parents or other adults who are experiencing any symptoms of illness may not enter school grounds.

Drop-off and Pick-up Procedures

In order to limit contact and the number of people on campus, we will be utilizing a curbside drop-off/pick-up system. This will take place in front of the Preschool building on Oak Road. Please talk to your child prior to the first time you drop-off so that he/she is prepared and knows what to expect.

- If your child is having a very difficult drop-off using the curbside system, please see Iguana or Autumn.
- You will check your child into camp via the Brightwheel App. Make note of your unique 4-digit code, as it will be needed to sign your child in and out each day.
- **DRIVING SAFELY IN AND AROUND THE PARKING LOT WILL BE FIRMLY ENFORCED. FAMILIES WHO DO NOT COMPLY WILL NOT BE WELCOME IN THE PARKING LOT.**

Face Coverings/Masks

- **Face Masks for Staff:** All staff will be instructed to wear a face mask at all times. Page 7 of 9
- **Face Masks for Children:** Following guidance from the CDPH, all campers will be required to wear a face mask while at camp.
- **Face Masks for Parents:** Parents who enter the campus must wear a mask at all times. These masks must be provided by parents. If you forget your mask, a disposable one will be provided in the school office.

Swimming

There is no evidence that Covid-19 can spread to people through the water used in pools, according to the CDC. Campers will have a chance to swim daily with their age group.

- All swimmers will wash their hands before and after entering the pool.
- Frequently touched surfaces like handrails will be disinfected before and after each group's swim time.

Positive Case of COVID-19 in the school community

If a child or staff member tests positive for Covid-19, the administration will notify the health department immediately for guidance, and parents will be informed as well.

- If a child, family member, or staff member tests positive for Covid-19, the administration must be notified immediately, and the individual must be quarantined at home for 10 days from symptom onset or positive test date.
- All individuals who have been in contact with this individual will be asked to get tested and to quarantine for 10 days after the last day the case was present at camp. If your child was in contact with someone who tested positive, you will be notified.
- We recommend testing of any individual that has had contact with the positive case.
- If a child, family member, or staff member is exposed to an individual who tested positive or is suspicious of having COVID-19, the administration must be notified immediately to take appropriate measures.
- A child with COVID-19 symptoms must stay home. If the child is tested and obtains a negative result, the child may return to school after 3 days per CDPH.
- Phoenix Ranch's action plan, following notice of a positive case in our school community, will be guided by the Department of Public Health, as well as the CDC and Department of Social Services.

- Parents will be notified if a member of their child's cohort tests positive for COVID-19, according to HIPAA and FERPA mandates.

- No staff or student will need to fear discrimination or reprisals for staying home or for contracting COVID-19.
- In order to avoid the need for a school-wide closure, groups will refrain from co-mingling with other groups. This way, if a child or staff member tests positive, only that particular group may be excluded from camp for 10-14 days.

Close Contact With a Confirmed COVID-19 Case

If a child or staff member has close contact with a confirmed Covid-19 case, the administration will notify the health department immediately for guidance, and parents will be informed as well.

- The child or staff member will be sent home from camp.
- The child or staff member will quarantine for 10 days from the last exposure, providing they are asymptomatic and continue to monitor themselves closely for symptoms on days 11-14 if they come out of quarantine on day 10.
- We recommend testing, but this will not shorten the 10 day quarantine.
- Camp will remain open.

Any outbreak will be investigated to determine if work-related factors could have contributed to risk of infection. Protocols will be updated as needed to prevent further cases. If there is a confirmed COVID-19 case on campus, any areas that have been used by that individual will be closed for disinfection and cleaning. We will wait 24 hours if possible before disinfecting the areas.

Staff and Family Travel Plans

All parents and staff must report travel plans to administration. Phoenix Ranch School will consider travel restrictions and orders set forth by the Centers for Disease Control and Prevention (CDC) in determining how to best handle each unique situation. If you or your child travel out of state or by airplane, bus, cruise ship, or train, he/she may be asked to quarantine for 10 days.

Covid 19: Return to School Safely Plan – Parent Acknowledgement

By signing below, I acknowledge that I have read and agree to comply with The School’s 9 page ‘Covid 19: Return to School Safely Plan’. I have received a copy of the plan via email for my records. I understand that failing to comply may result in expulsion. The plan contains guidance, policies, and procedures in regards to the following:

- **Cleaning and Disinfection Efforts**
 - Healthy Hand Hygiene
 - The Classroom: Toys, Materials and Furniture
 - Snacks, Lunch, and Water Fountains
- **Physical Distancing Strategies**
- **Zero Tolerance Illness Policy**
- **Drop-off and Pick-Up Procedures**
- **Face Coverings**
- **Swimming**
- **What if there is a positive case of Covid-19 in the school community?**
- **Staff and Family Travel Plans**

Child’s Name _____

Parent Name _____

Parent Signature _____

Date _____