



# BEST MANAGEMENT PRACTICES PLAN

STUDENT CAMP PRODUCERS

2020



# EXECUTIVE SUMMARY

May 2020

## INTRODUCTION

This document is intended to guide business owners, executives and managers by providing Best Management Practices (BMPs) in COVID-19 mitigation for industry-specific operations and settings. The practices included in this guide were developed in partnership with local industry leaders, and have been approved by the Sonoma County Department of Health, as well as its Health Officer, Dr. Sundari Mase.

The information set forth is to provide guidelines on BMPs for use once state and local health orders allow your specific business operations to partially or fully reopen. More information on current status, methodology and progress through the reopening phases can be found at the links below:

[California Resilience Roadmap](#)

[County of Sonoma Health Orders](#)

## ACKNOWLEDGEMENTS

Thank you to the industry representatives and economic development partners who gave their time and expertise in the creation of these BMPs:

### Industry Leads:

Wendy Cilman, Santa Rosa Symphony

Heather Cullen, Windsor Performing Arts Academy

Stefanie Hirayama, Move Over Mozart

Clark Lewis, Roustabout Theater

Patty O'Reilly, Sonoma Conservatory of Dance

Bridget Palmer, Santa Rosa Children's Theater

### Facilitator:

Creative Sonoma



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Refer to the [EDB Business Mitigation Measures Checklist](#) for mitigation measures required by the Sonoma County Department of Health.

## MINIMIZING IN-PERSON INTERACTIONS:

1. Encourage administrative staff who provide office support to tele-work.
2. Offer online instruction for student activities when possible, thereby lessening the number of in-person student participants.
3. Arrange or eliminate non-essential items in the activity spaces (furniture, fixtures, classroom materials, etc.) to provide room for physical distancing.
4. Reduce typical camp capacity to comply with gathering restrictions.
5. Create cohorts of students to include the smallest practicable number of students (include students from the same family in that cohort when possible) with no one group of students exceeding 10 students. Restrict mixing between groups.
6. Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
7. Encourage use of large classrooms or outdoor spaces for any activity where possible (courtyards, patios, fields, outdoor amphitheaters, etc.)
8. Practice physical distancing or wear masks by all employees and students. Masks should not be worn by children under the age of 2 or anyone who has trouble breathing. Teach and reinforce use of masks among all staff. Provide information to all staff on proper use, removal, and washing of cloth face coverings.
9. Maximize physical distance between students, as well as students and employees through the following:
  - Design activities that encourage physical distancing (e.g. students dance individually with no physical contact, etc.)
  - Employees model and reinforce physical distancing during activities (e.g. instructors create theater games role play what is proper distancing)
  - Stagger break times and meal times.
  - Implement phased or controlled drop-off/arrival and pick-up/departure of students from their vehicles and limit direct contact with parents.
  - Create one-way traffic pathways to minimize physical interactions using floor stickers, arrows, and other markings.
10. Adopt no-touch methods for registration, payment, and check-in.
11. Clean and disinfect all shared and used equipment in accordance with proper cleaning procedures (art supplies, etc.)
  - Good Practice-Limit the quantity of supplies and equipment that are shared per activity.
  - Best Practice-Designate certain supplies and equipment to individuals for the duration of the camp, decreasing the number of shared items.
12. Develop a schedule to clean, sanitize, and disinfect frequently touched surfaces and restrooms at least daily or in between use.

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13. Ensure safe and correct application of disinfectants and keep products away from children.
14. Utilize hands-free doors or prop/hold open by staff for entry where possible.
15. Develop restroom occupancy plans to ensure physical distancing as necessary.
16. Post visible signage re: social distancing and proper hygiene in appropriate locations for students and employees.
17. Avoid sharing food utensils, electronic devices, toys, books, and other games or learning aids.

## DAILY MONITORING OF EMPLOYEE HEALTH REQUIREMENTS:

1. Require employees and students to conduct self-assessment for COVID-19 symptoms every day using the Sonoma County SoCoCOVID-19 Check app available on the Apple and Google stores. If an employee does not have an Apple or Android phone, they can go to the SoCoEmergency website to perform the SoCo COVID-19 wellness check. Employees or students may not report on-site who have a temperature of more than 100 Fahrenheit.
2. Camp producers must verify on site that all employees and students do not have a temperature of more than 100 Fahrenheit before reporting for work and camp. No-touch thermometers are recommended with proper alcohol wipe after each use.
3. For students, implement screenings safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
4. For both employees and students, provide face coverings. For employees, provide other appropriate, necessary personal protective equipment (PPE) (gloves, aprons) and ensure correct usage.
5. All employees wash their hands or use hand sanitizer frequently and after any of the following activities: instructor-student interactions, using the restroom, sneezing, touching the face, cleaning, sweeping, mopping, eating, drinking, going on a break, and before or after starting a shift.
6. Monitor staff and students throughout the day for any sign of illness. At any sign of illness, procedures will be put into place to isolate and call caregiver.
7. Consider staggering employee arrival and break times.
8. Limit sharing of office supplies, equipment, and tools among employees.

## MANAGING HEALTH AND SAFETY GUIDELINES:

1. Establish policies implementing sanitization practices (handwashing by all employees; frequency of cleaning/sanitizing physical space and supplies, etc.)
2. Teach and reinforce washing hands and covering coughs and sneezes among children and staff.
3. Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
4. Train employees on all measures and protocols applicable to their function or role prior to

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working at the camp.

5. Sanitize more frequently, using products and disinfectants that meet requirements for effectiveness against COVID-19; special attention to high-touch surfaces.
6. Monitor absenteeism, cross train staff, and create a roster of trained back-up staff.
7. Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
8. Check state and local health department notices daily about transmission in the area and adjust operations accordingly
9. Establish procedures for safely transporting anyone sick home or to a healthcare facility.
10. Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
11. Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you clean and disinfect including shared items. If it is not possible to wait 24 hours is, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.
12. Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
13. Inform those exposed to a person with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Provide options for virtual learning.

## SOURCES

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American Camp Association Implementation of CDC Guidance

<https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>

CA Dept of Social Services

[https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN\\_20-06-CCP.pdf](https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2020/CCP/PIN_20-06-CCP.pdf)

CDE

<https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>

CDC Activities May 2020

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf>

CDC Business Plans ChildCare

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

School Decision Tree

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Schools-Decision-Tree.pdf>



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