



Menlo Park Academy

Developing the Potential of Gifted Children

Summer Camp COVID-19 Safety Procedures

2021

This is a working document, and will be revised as needed or as new information becomes available.

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Introduction

To protect campers and staff, Menlo Park Academy will continue to implement policies and procedures that are supported by recommendations and guidelines from the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the State of Ohio Department of Health (ODH). Below are our 2021 Summer Camp procedures for COVID-19 that are to be followed by all staff (including vendors and volunteers) and campers associated with Menlo Park Academy summer camp program.

School Facility

Building Movement

All traffic moving through the building will keep to the right while maintaining at least 6 feet of distance from others when possible.

Stairwells/Elevator

During times when stairwells are used, all efforts will be made to ensure that traffic is orderly, social distancing is observed and traffic is one way. Elevator usage will be limited to those who need to use it with a maximum of two occupants at a time.

Visitors and Volunteers

Only essential visitors and volunteers will be permitted into the school. Signage will be at the school entrance directing visitors to not enter the building if they are ill. Visitors will enter through the main entrance (wooden doors) and will sign in on the provided log-in sheets. Hand sanitizer and sanitized pens will be available.

Parents/Guardians may pick up their camper from the office during the school day for previously scheduled appointments, emergencies, or if they have been called to pick up their child. The camper will be brought to the parent.

Ventilation

The building heating, ventilation and air conditioning (HVAC) system includes a bipolar ionization system. Furnace filters have been upgraded to MERV13 and filters are changed at least every 90 days. In addition, the building includes rooftop energy recovery ventilation units (ERVs). The ERVs and the air handlers are being run around the clock to increase the amount of fresh air brought into the building as well as the filtration of air in the building. Windows will be open as much as possible.

Camper Restrooms

Sinks that do not allow for at least 6' of social distancing will be marked "Do Not Use." Additionally, plexiglass dividers have been added to divide the countertop space. The hot air hand dryers in the student restrooms have been replaced with paper towel dispensers to reduce the spread of droplets and particles. Only two stalls per bathroom will be functional.

Drinking Fountains/Water Fillers

Each floor has a water fountain and a water fountain/bottle filler. The water fountains have been turned off while the water filler stations remain in service. Each camper should bring a water bottle with their name on it.

Social Distancing Plans

Campers will be separated into cohorts. Strategies will be implemented to maintain physical distancing amongst campers and staff, indoors and outdoors.

- At least 3 feet distance will be maintained between campers within a cohort
- At least 6 feet between campers outside of their cohort
- At least 6 feet while eating and drinking without a mask indoors, including among people within the same cohort
- At least 6 feet between campers and staff
- At least 6 feet between staff

Signage: Walls, Floors

Physical guides, such as tape on floors and signs on walls, will remind staff and campers to remain socially distant (e.g. guides for creating “one way routes” in hallways, stairwells).

Restroom Procedure Markings

Each restroom has spacing markers outside the restroom entrance for students to wait their turn if the maximum occupancy is met. Students will receive practice and guidance from staff regarding restroom procedures to avoid overcrowding.

Sanitation and Hygiene

Cleaning and Disinfection

Products that meet the EPA's criteria for use against SARS-COV-2 will be used for disinfection purposes. Any surface that will be used during meal times will be disinfected with a product that is not only effective against SARS-COV-2 but is food service safe. The usage and supply of cleaning and disinfecting products will be closely monitored to avoid shortages; our goal is to have three weeks supply of cleaning and disinfecting supplies available at any time. While we will opt for cleaning and disinfecting products that produce lower fumes when available, windows will be open when possible to increase air circulation and ventilation.

Contracted day porters will be in the building throughout the school day. They will be responsible for repeated cleaning and disinfection of frequently touched surfaces, including but not limited to: stair railings, door handles and push bars, light switches, elevator buttons, toilets, faucets, sinks, water filling stations, and front lobby chairs. Tables will be cleaned and disinfected before and after meal times and in between a change in a cohort of students. Staff will also receive education on safe and effective cleaning and disinfection practices.

Nonessential furnishings with soft or porous surfaces have been removed. Any area rugs or soft surfaces that remain in the learning spaces will be cleaned/vacuumed daily.

Response to Confirmed Infection

If it is learned that an individual with a confirmed case of COVID-19 has been at camp, local health officials' recommendations will be followed regarding identification of close contacts as well as any need to quarantine staff or campers. The area(s) where the infected individual was will be cleaned and disinfected. Further action or need for closure will be based on guidance from health officials.

Hand Hygiene and Respiratory Etiquette

Campers and staff will be encouraged to cough or sneeze into a tissue or their elbow. Regular hand washing breaks will be worked into the daily schedule, especially before and after meals, after using the restroom, after coming in from outside, after sneezing and anytime hands are visibly dirty. Signs are the bathrooms reminding campers and staff of proper handwashing technique.

Throughout the building, hand sanitizing stations are either mounted to walls or on pedestal stands. These stations are located at the building entrances, high-traffic areas, adjacent to bathrooms, and at stairwells. Whenever possible, internal doors will be propped open to decrease the need to touch door knobs.

Limitation of Shared Items

Sharing of supplies will be limited as much as possible. Any shared supplies will be cleaned and disinfected between use.

Promote Staff & Student Health

Face Masks

Campers should provide their own face mask and bring an extra mask to camp with them daily. The camp will have face masks available if a camper does not have a mask. Campers and staff can use a well-fitting cloth mask with two or more layers of tightly woven, breathable fabric, or a disposable mask. The mask should be worn over the nose and mouth, especially when physical distancing is difficult. Masks with ventilation valves should not be worn.

Masks will be worn when campers and staff are indoors. When outdoors, masks will be worn when in a crowded setting or during activities that involve sustained close contact. Masks should not be worn when doing outdoor activities where masks can get wet. Mask exemptions will be permitted per [Menlo Park Academy Board Policy 411.1](#).

Students will be given a paper bag to store their mask in during times the mask is off, such as during lunch.

Symptom Screening

Screening at Home

All parents/guardians will be asked to screen campers before leaving for school. Staff will be required to complete symptom screening before coming to work as well. This screen should include a temperature check and observation for the symptoms below. Any camper or staff member exhibiting symptoms consistent with COVID-19, those who have had close contact with a person diagnosed with COVID-19, will be advised to stay at home. The parent/guardian should notify the school of the absence and if the symptoms are consistent with COVID-19 symptoms.

Symptoms consistent with COVID-19 include:

- Fever above 100.0 F OR chills
- Cough
- Shortness of breath (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Illness in Camper or Staff

Any camper or staff member who develops symptoms of COVID-19 during the school day will be immediately sent to an isolation area utilizing social distancing measures while wearing a face mask. Once in the isolation area, campers will be monitored by a staff member wearing appropriate personal protective equipment (PPE) while maintaining physical distancing when possible. Areas of the building that were occupied by the camper or staff member exhibiting symptoms will be thoroughly cleaned and disinfected. The camper/staff member will be sent home or to a healthcare facility if symptoms are severe.

During this pandemic, the student services area has been revamped as the isolation area for COVID-19 related concerns. Campers requiring student services for non-COVID-19 related concerns (i.e. routine medication administration) will be directed to the administrative office area. First Aid kits will be on each floor to allow staff to tend to minor first aid needs, such as ice packs and bandages, while decreasing student movement in the building. All staff complete basic first aid training.

Return to Camp Following Illness or Exposure to COVID-19

Return to school following illness or exposure to COVID-19 for campers and staff will be based on CDC recommendations. See Menlo Park Academy Decision Tree-Students/Staff Experiencing Symptoms of Illness During School.

For quarantined individuals:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

For individuals who required isolation due to illness:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_r efVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

All sick or exposed individuals are encouraged to contact their primary care provider.

Confirmed COVID Case in Camp

Staff members who test positive, or parents/guardians of a COVID-19 positive child, are encouraged to notify the school. Guidance from health officials will be sought.

Recommendations for closure will be based on local health officials and [Ohio Department of Health](#) recommendations. Please be aware that Menlo Park Academy cannot release the name(s) of the affected individual(s) to the public.

Resources

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<https://www.ccbh.net/wp-content/uploads/2020/10/CCBH-Covid-19-decision-tree-10.20-V2.pdf>

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<https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/Guidance-for-Healthcare-Personnel-on-PPE-Use-in-Schools.pdf>

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<https://coronavirus.ohio.gov/static/responsible/covid-19-fact-sheet-k-12-exposure-and-quarantine.pdf>

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