



COVID-19 POLICIES AND PROCEDURES

Drop-Off and Pick-Up Policies

- The driver will remain in the car. Camper will get out of the car and return to the car independently when possible. Staff will ask the driver and/or campers about COVID-19 symptoms and exposure.
- **Arrival 8:30-9:00am.** Drop-off no earlier than 8:30am at any location
 - Enter Connexion 1 through main entrance.
 - Enter Connexion 2 West entry into the Family Life Center
 - Enter Connexion 3 at rear (north) entrance with the ramp.
- Upon arrival, a staff member will take the temperature of each camper with a touch-free thermometer. The camper's temperature will be taken again during the lunch transition. Each person will use hand sanitizer upon arrival. Each person will be encouraged to wear their mask (either a personal one or one that is provided by ASP daily) as they arrive. Assistance will be provided for those needing help with masks or hand sanitizer.
 - While entering and exiting the building, everyone will be expected to wear a mask, apply hand sanitizer, and observe social distancing. Campers may bring their own mask from home or they will be provided a mask upon entering the building. Campers are encouraged to wear masks as much as possible. Staff must wear masks when with campers and when in less than six feet distance from other staff or in common areas of the campus. Drivers and family members will be discouraged from coming on campus.
- Families will be sent a Weekly Health Survey for Campers to be completed each Sunday. If there is any indication of illness in the household (see the list of symptoms at the end of this plan), the camper should not come to the campus. Coordinators will check surveys on Monday morning to make sure all families have completed it. Completion of the survey is required to attend camp that week. (The health survey questions are listed at the end of this plan.)
- **Pick-up 2:45-3:00pm.** Campers will exit from the same door they entered. Drivers will remain in the vehicle and a staff member will call for campers. This will enable us to observe social distancing during dismissal. It is important for campers to be fully prepared for dismissal to ensure a safe and organized dismissal time. Staff should do their best to send campers in a manner that ensures social distancing.
- Staff gives their best each day and have their own responsibilities when they leave Special Connexion. Additionally, ASP must pay overtime when rides do not arrive on time. With that in mind, a **\$20 late fee** will be charged at 3:15 with an **additional \$20 charged** with every 15-minute increment. It is understood that Handitran may occasionally be late so it is important that you do not schedule pickup later than 2:45.
- Families should make every effort to arrive during the windows of time designated for arrival and dismissal. At other times, you may call the Connexion as you remain in your vehicle and a staff member will bring/send the camper out.



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Precautions and Safety Measures

- If campers display *any* sign of illness while at camp, the family will be notified to pick them up *immediately*. It is **imperative** that we have current emergency contact numbers of those available to pick up the camper if needed.
 - Campers' temperatures will be taken both upon arrival and during the lunch transition.
 - If it is determined that a camper has a temperature while at camp, he or she will be placed in a designated isolation area and the contact person will be called to pick up the camper promptly (within the hour).
- We are limiting visitors and volunteers in the building while campers are present until further notice. Any visitor will be expected to follow our COVID-19 plan and complete the survey prior to entering.
- Each family will be required to sign a Waiver of Liability Relating to Coronavirus/COVID-19.
- Families will be expected to reinforce to their camper's that for now, they will not be allowed to hug or touch their staff, other campers, or visitors. They must remain six feet apart at camp, wear their mask as much as possible, participate in sanitizing activities, and comply with other new guidelines at camp.
- Unnecessary personal items should be left at home. This policy will also be enforced more strenuously than before.
- No field trips will take place until further notice.
- Staff working in a separated room or office will not be required to wear masks but will be expected to do so when interacting with others at less than six feet distance or in a common space.
- All staff must self-screen for COVID-19 symptoms before coming on campus **each day**. Symptoms are listed at the end of this document. Staff should also take their own temperature daily as well as upon entering the facility. A staff health assessment will be completed weekly before coming on campus. Staff must report if they have COVID-19 symptoms or have been diagnosed with COVID-19 and if so, must remain off campus until they meet the criteria for re-entry. Additionally, they must report if they have close contact with an individual diagnosed with COVID-19, and, if so, must remain off campus for 10 days.
- Family must report if a camper has COVID-19 symptoms or has been diagnosed with COVID-19 and if so, must remain off campus until they meet the criteria for re-entry. Additionally, they must report if they have close contact with an individual diagnosed with COVID-19, and, if so, must remain off campus for 10 days.
- All visitors must complete a Health Survey and be screened to determine if they have symptoms of COVID-19, have been diagnosed with COVID-19, or have been in close contact with someone who has COVID-19. Visitors will be expected to follow the same protocols.



COVID-19 POLICIES AND PROCEDURES

Health Protocols in Facilities

- Facilities will undergo a thorough cleaning process daily, including during scheduled transition times and at the end of the day.
 - Staff should use the designated cleaner to ensure appropriate disinfection.
 - All shared materials, doorknobs, light switches, desktops, chairs, counter and table surfaces, doors and doorframes, bathrooms, and sinks are to be sanitized.
- Tables will be arranged for social distancing as much as possible. Campers will have an individual portable Sneeze Guard (clear foldable partition) that they will use for table type activities.
 - Sanitation should take place at least twice a day. This will probably be during the lunch transition and at the end of the day. Each camper will be expected to clean his or her own partition and assist with other sanitation.
- Face masks that cover the mouth and nose will be provided for each camper every day by ASP or they can bring one from home. Provided masks will be picked up at the door and placed in a “used” bin at the end of the day (or the following morning). Our masks will be laundered and sanitized by Cintas on a rotational basis. Campers will be encouraged to wear the masks as much as possible, especially when physical distancing is not possible. Mask breaks will be provided when campers are six feet apart. Staff will be required to wear a mask when with campers, when less than six feet from other staff and in shared areas on campus. Staff and campers are expected to use a clean mask daily. Face shields may be used in addition to a mask, but NOT in place of a mask. A mask may be pulled down to show a camper a facial expression or prompt but must be replaced as quickly as possible.
- Supplies such as scissors and pencils will be designated and stored for individual campers.
- Handwashing will take place periodically throughout the day. Staff will supervise and provide instruction for appropriate handwashing. Multiple hand sanitizing stations will be strategically placed in each location.
- Campers will be transitioned through the bathroom routine and handwashing individually to ensure social distancing is observed.
- Campers will receive instruction on appropriate hygiene practices and other mitigation practices.
- Social stories and visual reminders will be available to encourage campers in the proper use of masks, social distancing, handwashing, sanitation, and hygiene.
- Each camper will have an individual space (i.e., cubbies/shelf) to place their personal items upon arrival and throughout the day. Items must be taken home at the end of each day.
- Time outside will be encouraged, but physical distancing will be expected. Temperature will always be taken into consideration.



COVID-19 POLICIES AND PROCEDURES

Lunch Procedures

- Handwashing or sanitizing will be required both before and after lunch.
- Campers will bring a lunch from home to eat within their designated location. All needed supplies should be brought from home including a napkin, plate, and utensils.
- To minimize staff members touching campers' lunches, campers will be required to bring a lunch they can access themselves as independently as possible. For example, if a camper usually packs a granola bar that she struggles to open, families are expected to pack the unwrapped bar in a sandwich bag. Microwaves will not be available for use initially, though will at a later date be available for use but with minimal staff help and will be accessed one camper at a time to ensure social distancing.
- If a camper does require assistance, the staff member should use gloves that will be discarded immediately, not worn to aid multiple campers.
- **Lunch will be eaten behind individual partitions at lunch tables.**
- Each camp will have designated seating at lunch time which will be determined by a random drawing every Monday. Each table will have a specified number of clients per table. A staff member will be at each table (as numbers allow) to ensure proper precautions are followed by all campers. A list of those at each table will be posted for reference each day and kept each week for contact tracing purposes.
- Staff should be extra cautious during lunch since this will be the only time they will not be wearing a mask around campers. However, each person will be eating behind their individual partition.
- Campers should bring a large water bottle, or multiple bottles, filled from home each day to avoid the need to refill them at camp. **Water fountains will not be utilized.** We will have a limited number of cups available to fill with tap water, as needed.
- Everyone, including staff, should take extra precautions at lunch when masks are not worn.

Positive Tests for COVID-19

- Individuals who have COVID-19 or are believed to have COVID-19 must stay home throughout the infection period, and cannot return to campus until screened by a director to determine that the below conditions for campus re-entry have been met:
 - If diagnosed with COVID-19 or has symptoms of COVID-19, before returning to campus, the individual must a) be fever free without fever reducing medication for a minimum of 24 hours, b) have shown improvement of symptoms, AND c) be 10 days past when symptoms first appeared.
 - If the individual has symptoms that could be COVID-19 and wants to return to campus before completing the above stay, the individual must either a) obtain a doctor's note clearing the individual for return based on an alternative diagnosis, or b) obtain an acute infection test at an approved testing location that comes back negative for COVID-19.



COVID-19 POLICIES AND PROCEDURES

Positive Tests for COVID-19 (Cont.)

- ASP will report cases to the local health department and follow their guidance. A determination for additional response will be made by working with the health department. Several factors will be used to determine if there is a need to temporarily close a location.
- Families and staff will be informed of COVID-19 positive cases on the campus and if their camper was possibly exposed to that individual. **ASP will comply with HIPAA privacy rules. Names or identifying characteristics of individuals may NOT be shared.**

Disinfecting Procedures

- Areas heavily used by the individual will be closed off until they can be disinfected.
- If an individual is identified with COVID-19 symptoms while on campus, we will immediately separate the individual. Areas used by the individual will be deep cleaned.
- Individuals with COVID-19 symptoms are assumed to be COVID-19 positive. Chairs and desks should be wiped twice daily. Campers may assist.
- Spray and wipe door handles, doorknobs, toilet and sink handles in bathrooms and sink areas.
- Room doors and doorknobs should be sanitized twice daily.
- Microwaves and any other contact surfaces, as well as shared materials, should be sanitized daily. Wipe all contact and high contact surfaces at least twice daily.
 - Entry doors and handles
 - Doorbells
 - Keypads
 - Light Switches
 - Front desk
- **Bathrooms:**
 - All contact surfaces should be cleaned twice per day.
- **Kitchen:**
 - Wipe all surfaces, sinks and contact areas twice per day.
 - Staff should clean up after any use and wipe any surfaces touched.
- **Other Spaces (offices, floors, other doors, keypads, etc.):**
 - All surfaces (keyboards, pool cues, game controllers, etc.) should be wiped between usage and at the end of each day.



COVID-19 POLICIES AND PROCEDURES

COVID-19 Symptoms (used for health surveys):

- Have you or your camper recently begun experiencing any of the following in a way that is not normal for them?
 - Feeling feverish or a measured temperature of 100 degrees or higher
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Fatigue
 - Headache
 - Chills
 - Sore throat
 - Congestion or runny nose
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea
 - Nausea or vomiting

Close Contact is defined as:

- Being directly exposed to infectious secretions; or
- Being within six feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomatology may affect this determination.