



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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Winona Family YMCA

Covid-19 Policies & Procedures Camp Wenonah & Childcare Programs

Drafted: May 2020
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Camp Wenonah

This document will be continuously updated as more information is learned so that the Winona Family YMCA can continue to utilize the best practices and recommendations made by the CDC, American Camp Association, and the YMCA of the USA. An updated version will be uploaded to the YMCA website every Friday evening and the new edit date will be marked on the front page of this document. A newsletter with the specific updates will be sent to families on the YMCA's outreach list each Friday as well. If you want to be included on the outreach list, email Alexa Shapiro at ashapiro@winonaymca.org. Be sure to check back weekly for new updates and policy changes to ensure you are up to date with the most current information.

The YMCA is continually working to make programming as safe as possible and recognize that changes will be ongoing and frequent. The YMCA and Camp Wenonah staff will work diligently to ensure they are following the most up to date recommendations from all governing bodies in order to help keep participants safe and healthy during their time at Camp Wenonah.

The camp season is slated to start on June 15, and Camp Wenonah staff will be prepared to provide camp starting on this date. The start date may change depending on Governor Walz's reopen orders. Communication about the start of the camp season will be made through the Winona Family YMCA's social media pages and main website.

Below are details about changes to programming as well as new policies and procedures being adapted to take into account the ongoing situation with Covid-19.

Program Details:

1. Capacity

- a. Each week of camp we will have a maximum capacity of 36 campers
- b. Campers will be broken into four, age alike groups with a maximum of 9 campers
 - i. The age ranges that will be served are:
 1. Pre-K (3 weeks of camp total)
 - a. Age 3 by January 1st and out of diapers
 2. Kinder Campers (4 weeks of camp total)
 - a. Kindergarten
 3. Mini Campers (10 weeks of camp total)
 - a. 1-2 grade
 4. Explorers (10 weeks of camp total)
 - a. 3-4 grade
 5. Adventure Campers (3 weeks of camp total)
 - a. 5-6 grade
 - b. Exceptions may be made for 7-8 graders to join Adventure Camp
 - i. Requests must be submitted to Alexa Shapiro, ashapiro@winonaymca.org

2. Ratios

- a. Camper groups will have a maximum of 9 campers with 1 counselor per group
- b. Each week, there will be three extra staff on hand throughout the day to assist with cleaning procedures, health screenings, sign in and out procedures, and assisting each group with programming needs.

3. Space Usage

- a. **Space Sharing**
 - i. Camper groups will be kept separate throughout the week, with the exception of in the morning during the daily start

- ii. At this time, campers will be standing with their specific camper groups, spread out across the main field at Camp Wenonah
 - 1. Within each group, the campers will stand in spray painted circles on the field that help them stay 6 ft away from the other campers within their group
- iii. During the daily start, the counselors will go over the rules at Camp Wenonah, do a social distancing skit, play a social distancing group game, and sing camp songs. After the daily start, campers will go with their camper groups to continue programming separate from the others
- iv. At times, some camper groups may utilize a space that another group utilized previously. All spaces will be cleaned and sanitized before and after camper groups enter or leave a space for programming
- v. The following areas will be closed during the 2020 camp season:
 - 1. Gaga Ball
 - 2. Bighorn's Hollow: Camp Wenonah Playground
 - 3. Some ropes course elements: low ropes, cargo net, rock wall, Leap of Faith

b. Handwashing Stations

- i. Each group will have a designated handwashing station at Camp Wenonah that is used exclusively by their camper group
- ii. Counselors will be responsible for ensuring campers stand 6 ft apart while they wait to wash their hands
- iii. Counselors will also be responsible for timing each child as they wash their hands and ensure that they use proper handwashing procedures before the next camper

c. Lunch Spaces

- i. Similarly to the separate handwashing stations, campers will have separate lunch spaces
- ii. No more than two groups will be allowed to eat lunch in the barn. These groups will be kept on either side of the barn
- iii. All students must stay seated while eating and wait to be excused
- iv. For meal time procedures, see "Meal Time Procedures" under "Health and Safety"

d. Personal Belongings

- i. All camper groups will have designated spots for their personal things
- ii. Campers will be required to place all of their personal items inside an individual receptacle
 - 1. These receptacles will have names attached to them for each individual camper so that campers know exactly where to put their personal items
- iii. Staff members will follow the same procedures, keeping their personal items in a box in the same area as their camper groups
- iv. No unnecessary personal items will be allowed at camp, including toys, games, or supplies that are not included on the supply list. Please keep these items at home.

4. Program Changes

a. Ropes Course

- i. Ropes course equipment must be cleaned and sanitized in specific ways to ensure the quality of the equipment doesn't degrade. Typical cleaning solutions cannot be used on the majority of ropes course equipment, and certain items cannot be saturated excessively with cleaning solutions. With these things in mind, the following precautions and procedures have been outlined for use of the ropes course.
- ii. Gear Considerations:
 - 1. Each camper group will utilize the ropes course one day of the week
 - 2. The low ropes, Leap of Faith, rock wall, and cargo net will be closed for the 2020 season

3. At the moment, we are investigating procedures to open up the saggy two and swinging vines (both high ropes elements), but these too may be closed for the 2020 season
 4. The zipline will be open for the 2020 season
 5. All camp participants will receive a harness and helmet that is theirs to use for the entire duration of the day. The helmet and harness will not be shared with other campers at any point during the day
 6. All equipment will be sanitized between use, including harnesses and helmets, which will be cleaned each night and prepared for use for new campers the following day
- iii. Sanitation Considerations:
1. Hard Goods:
 - a. Manufacturers of ropes course equipment, specifically pertaining to hard goods (pulleys, carabiners, ladders, anything with a hard surface) can be sanitized using a basic soap and water application
 - b. For context: participants only have access to “carabiners” (devices that secure the participant to a rope that is connected to their belayer). Additionally, all participants will come into contact with a ladder.
 - i. Counselors will be responsible for securing carabiners to participants. Participants will be instructed not to touch carabiners at any point.
 - ii. Ladders will be wiped down using a sanitation spray and rag. This will occur after each participant uses the ladder
 - c. Additional hard goods that participants may come into contact with include buckles on a harness as well as helmets.
 - i. The hard shell of a helmet will be wiped down after each participant is complete with the ropes course. The inside of the helmet will be sprayed with a manufacturer recommended solution that is soap and water based
 - ii. Belt buckles will similarly be wiped down with the same solution used for other hardware
 2. Soft Goods
 - a. Soft goods include anything made of webbing, like harnesses, as well as ropes and lanyards
 - b. Participants will come into contact with a few soft good items, including their individual harness and the lanyard used on the zipline
 - i. Participant harnesses will be cleaned each night using a sponge and soap and water solution. These will be left out to hang dry in an area that is not exposed to UV light
 - ii. Participants will be instructed not to touch the zip line lanyard as much as possible. The lanyard is in close proximity to each participant during use, so lanyards will be rotated between each participant. When a lanyard is not in use, it will be sanitized using a sponge and soap and water solution and hung to dry. It will not dry completely between use. At the end of each day, both lanyards will be cleaned using the procedure for harness sanitation.
 - c. Handwashing
 - i. All participants and staff will be instructed to wash their hands immediately after use of the ropes course.

- b. **Field Tips**
 - i. There will be no field trips this year for Camp Wenonah. All programming will take place at the Camp Wenonah facility.
- c. **Transportation**
 - i. Unfortunately, Camp Wenonah cannot provide transportation this year. This decision was made due to complications coordinating social distancing and proper health procedures through bus or van transportation.
 - ii. All drop off and pick up will occur **AT Camp Wenonah**
 - iii. To accommodate this, the drop off and pick up times have been extended, and parents will be provided with a specific drop off and pick up time to ensure a quick and effective process. For more information, see "Drop off and Pick Up Procedures" under the Health and Safety section
- d. **Program Materials**
 - i. Camp Wenonah will be releasing a list of supplies that staff recommend campers bring as to limit the need to share supplies. It is **not necessary** to bring these items however, if you are concerned about your child utilizing basic supplies that others will have touched Camp Wenonah highly recommends packing these supplies. They can be left at camp in each camper's personal belongings box. Parents should label all camper's personal items so they can be returned to the correct family.
 - ii. All supplies will be disinfected after use and counselors will discourage students from sharing supplies
 - 1. Items that cannot be cleaned immediately will be put in "sanitation buckets" placed around camp. These items will not be used until they are sanitized. All items will be sanitized before the end of the day at the latest
 - iii. All items that cannot be easily disinfected will be removed from camp prior to the start of the season and will not be accessible to campers or staff
- e. **Rentals and visitors**
 - i. The CDC and American Camp Association recommend that camp properties do not allow for any visitors during program seasons. Due to this, Camp Wenonah will not have any facility rentals including:
 - 1. Ropes course rentals
 - 2. Yurt rentals
 - 3. Overnight camping rentals
 - 4. Facility space rentals
 - ii. These restrictions will be in place throughout the entire program season
- f. **Family Night**
 - i. For the 2020 Camp Wenonah season, there will be no in-person Family Night events
 - ii. Family Night will be conducted virtually instead
 - iii. The event will be released to program participants weekly, but it will be pre-recorded
 - iv. The video will include:
 - 1. Camper Awards
 - 2. Camp Songs
 - 3. Highlights from the week
 - 4. Camper Skits
- g. **Overnights**
 - i. For the 2020 Camp Wenonah season, there will be no overnights for 3-6th graders
 - ii. This decision was made to ensure camp staff have enough time to disinfect and clean the property before the last day of the camp season and because we cannot ensure enough tents and supplies to adequately account for social distancing requirements

Health and Safety:

Camp Wenonah and the Winona Family YMCA recognize that handwashing is our first line of defense for youth participants in helping limit the spread of germs and bacteria. Camp Wenonah staff will be diligent to discuss with campers the need to wash their hands often and to not touch their faces. Health and Safety will be the highest priority for Camp Wenonah staff as to ensure the Winona Family YMCA is doing their part to limit the spread of Covid-19 and protect camp participants.

1. Health Screenings

- a. Drop off and pick up procedures
 - i. Throughout the summer, the Camp Wenonah staff will be in contact with families to coordinate drop off and pick up times
 - ii. Drop off and pick up times will be staggered, with no more than two families arriving at a designated time. The window for drop off and pick up times will last approximately 5 minutes each.
 - iii. Parents will pull up to the secondary gate within the camp property and roll down the passenger side window
 1. Staff will be wearing masks at this time
 2. Staff will ask for the student's name and then complete a health screening questionnaire with the child's parents or guardians
 3. After the screening, the temperatures of the child will be taken before they exit the vehicle
 - a. If temperatures are below 100.3, the child will be signed in to camp
 - b. If temperatures are above 100.3, the child will remain in the vehicle and cannot return to programming for 24 hours
 4. Once the health screening has been completed, the child will be allowed out of the vehicle and will be given some hand sanitizer. Hand sanitizer must be fully applied before joining their designated groups
 - a. Counselors will walk each student to their camper group before conducting the next health screening
- b. Midday screenings
 - i. Mid-day screenings will take place immediately before lunch time
 - ii. These screenings will consist of taking temperatures
 1. If a student has a temperature above 100.3, parents will be notified immediately and asked to pick up their students within a half hour
- c. Staff
 - i. All staff will follow the same health screening procedures as students daily
 - ii. Any staff with temperatures above 100.3 will be asked to go home for the day and return 24 hours later

2. Handwashing Procedures

- a. **Messaging**
 - i. Signage will be placed all around Camp Wenonah to help remind campers to wash their hands
 - ii. Counselors will be responsible for timing each of their campers to ensure they wash their hands for the recommended 20-second minimum period of time. They will also watch the campers as they wash their hands to ensure they use soap and water and scrub effectively
- b. **Daily games**
 - i. Counselors will create a series of camp wide games to use to implement frequent handwashing.

- ii. An example of a handwashing game:
 - 1. Each camper is given a stamp on the back of their hand at the beginning of the day, and they are asked to have the stamp off of their hand by the end of the day
 - iii. Counselors will also put on skits each morning during the daily start that discuss handwashing, social distancing, and limiting the spread of germs. It's the YMCA's hope that this frequent communication about the importance of these measures will help campers develop better habits of handwashing, social distancing, and general hygiene practices during programming.
 - c. **Stations**
 - i. Each camper group will have a designated handwashing station that is only accessible to their group and counselor
 - ii. These stations will have markers to show proper 6 ft spacing while campers wait in line. Counselors will be responsible for ensuring their campers stay the appropriate distance from other campers
 - iii. In spaces that are more enclosed (the barn kitchen, basement bathrooms), students will stand outside of the main space and wait for the handwasher to finish before entering
 - iv. Counselors will leave water running the entire duration of handwashing. Water will be turned off after the last camper has washed their hands. The counselor will sanitize the soap pump and hand towel dispenser between use.
 - d. **Frequency**
 - i. Hand washing is required every hour and during transitions from one activity to another. These handwashing times are worked into the daily schedule
 - ii. The Camp Wenonah Director and Lead will be responsible for timing during the shift, directing counselors and camper groups to wash hands through a "loud speaker" announcement made over walkie talkies each hour. They will also sweep through each handwashing station each hour to ensure the proper procedures are being followed
- 3. **Social Distancing**
 - a. **Group interactions**
 - i. No groups of campers will interact with other campers throughout the day. Each group will be kept separate from other groups throughout all programming
 - ii. The only exception to this is during the daily start. During the daily start, all campers will stand with their camper groups in designated areas of the Camp Wenonah field, positioned 6 ft from their fellow campers within their own group. During this time, counselors will go over Camp Wenonah rules, complete the daily counselor skit, sing camp songs, and play one social distance group game. The Lead or Director will be responsible for leading the daily start, and they will communicate to every group through a loudspeaker
 - b. **Spacing in groups**
 - i. Campers will be limited to group sizes of 9 participants and 1 counselor
 - ii. Within these groups, students will be asked to socially distance from one another
 - iii. Counselors will implement a variety of activities and games to ensure proper spacing is conducted
 - iv. Counselors will be responsible for ensuring their campers keep a distance from one another throughout the day
 - v. All camp activities have been adjusted to account for social distancing. New activities and games are being developed to ensure campers have a fun time but are as safe as possible
- 4. **Meal Time Procedures**
 - a. **General Reminders and Notes:**

- i. CDC guidelines regarding cleaning and disinfecting, as well as using EPA approved products, will be followed for meal time procedures
- ii. Employees will wash/scrub their hands and ensure proper handwashing of camp participants each hour at a minimum and during program transitions

b. Meal Time Locations

- i. All camper groups will be kept in separate spaces during lunch time. One group will be under the pavilion, one group will be on the concrete pad, and two groups will be in the barn. The barn groups will sit on opposite sides of the barn from one another. In all groups, proper social distancing will continue to be implemented
 - 1. In the event of rain or poor weather, the camper group on the concrete pad will eat at an alternating time in the barn
- ii. These locations will also be used for snack time, including the inclement weather plan for the camper group located at the concrete pad

c. Meal Prep

- i. All meals will be provided by Winona Area Public Schools. No camper should bring food, unless they have severe allergies that cannot be accommodated by Winona Area Public Schools.
- ii. All surfaces will be disinfected at the beginning of each shift and before meal preparation and feedings using CDC and EPA approved products
- iii. All staff will wash hands before and after meal preparation and feeding
- iv. Staff and children will not eat at the same time to allow staff to adequately clean hands and disinfect surfaces between meals
- v. Plastic utensils will be utilized and will be disposed of after use

d. Meal Time

- i. There will be counselors monitoring the group so that every single camper washes their hands. Counselors will work together to make sure that campers wash their hands, grab their lunch box, and walk directly to their assigned/designated table and they are not up and moving around.
- ii. Campers will not get up from their assigned area for the duration of the meal (except bathroom emergencies, in which counselors will make sure that the child washes their hands and sits right back down) **This includes when they are done eating.**
- iii. At a designated time, counselors will let the campers get up 1 camper, 1 table, at a time and throw garbage away. Once they throw their garbage away, they will head straight to the hand washing area.
- iv. After washing their hands, campers will immediately go to a different room/area away from the eating area.

e. Cleaning and Disinfecting

- i. Surfaces will be thoroughly disinfected at the end of each shift and before and after meal preparation and feedings using CDC and EPA approved products
- ii. All staff will wash hands before and after meal preparation and feeding

5. Health and Safety Policies

1. All existing health and safety policies apply. Please see health and safety policies document for more information
2. If children become sick during care:
 - a. Parents will be called within five minutes of discovering that children have fallen ill
 - b. Parents will be required to pick up their children within 30 minutes of the phone call
 - c. Sick children will be kept separate from others, in an isolated area that is in sight of YMCA staff

- d. All other children will be removed from areas that this child was in throughout the day to provide YMCA staff time to clean and disinfect the space

Preparedness and Prevention

The Winona Family YMCA recognizes the importance of enhanced cleaning and sanitation procedures to help reduce the spread of germs to participants and staff. The Camp Wenonah and Janitorial Staff will follow the below procedures to keep the facility space as clean as possible, in compliance with state and federal CDC regulations.

1. Cleaning Procedures

a. Procedures

- i. Regular touchpoints must be cleaned and sanitized every hour
 1. This includes countertops, walls, door knobs or handles, bathroom and kitchen sinks, and lightswitches
 2. Regular touch points in a bathroom will be cleaned after each use
 3. Where possible, doors will be kept open to limit contact
- ii. Items that are hard to sanitize will be removed from Camp Wenonah and will not be accessible to children or staff
 1. This includes plush toys, stuffed animals, anything made of cotton or soft fabric
- iii. The property will be thoroughly cleaned each night
 1. Staff will use CDC recommended cleaning supplies
 2. Cleaning procedures will include;
 - a. Disinfecting all surfaces
 - b. Sweeping floor surfaces
 - c. Spraying and disinfecting storage boxes (where personal items are stored)
 - d. Wiping down touch points before leaving
- iv. There will be additional cleaning requirements throughout the day, including;
 1. Wiping down all touchpoints hourly
 2. Disinfecting program supplies immediately before and after each use

b. PPE Requirements

- i. Youth participants are not required to wear face masks, but it is recommended that they bring them and wear them if parents are comfortable doing so
- ii. Youth participants will be provided with YMCA branded bandanas this year that can be used as face coverings if needed. YMCA T-Shirts will not be provided
- iii. Camp Wenonah Staff will be required to wear face masks when they come within six feet of other staff or program participants. This may occur when helping students put on sunscreen, or during ropes course events like the zipline.

2. Positive Case Procedures

- a. In the event of a positive case of Covid-19 in the YMCA facility of a program participant or a member, the Winona Family YMCA will follow the Standard Operating Procedure Response to Covid-19, which includes a deep clean of the entire facility and increased communication from the Marketing Department to alert anyone who may have come into close proximity of the person(s) with a positive case.
- b. The Winona Family YMCA will follow the Covid-19 Exposure and Quarantine Guidelines in the event of positive cases for staff, members, or program participants.
- c. To view the Covid 19 Exposure and Quarantine Guidelines or the Standard Operating Procedures Response to Covid-19, email Alexa at ashapiro@winonaymca.org.

Summer Childcare

This document will be continuously updated as more information is learned so that the Winona Family YMCA can continue to utilize the best practices and recommendations made by the CDC and the YMCA of the USA. An updated version will be uploaded to the YMCA website every Friday evening and the new edit date will be marked on the front page of this document. A newsletter with the specific updates will be sent to families on the YMCA's outreach list each Friday as well. If you want to be included on the outreach list, email Alexa Shapiro at ashapiro@winonaymca.org. Be sure to check back weekly for new updates and policy changes to ensure you are up to date with the most current information.

The YMCA is continually working to make programming as safe as possible and recognize that changes will be ongoing and frequent. The YMCA and Summer Childcare staff will work diligently to ensure they are following the most up to date recommendations from all governing bodies in order to help keep participants safe and healthy during their time in the Summer Childcare program.

The summer season is slated to start on June 15, and Childcare staff will be prepared to provide care starting on this date.

Below are details about changes to programming as well as new policies and procedures being adapted to take into account the ongoing situation with Covid-19.

Program Details:

1. Capacity

- a. Each week of childcare we will have a maximum capacity of 18 students
- b. Groups will be broken into two, age alike groups with a maximum of 9 children
 - i. The age ranges that will be served are kindergarten through fourth grade
 - ii. We measure grades by the grade children are *entering into* in the 2020-2021 school year

2. Ratios

- a. Childcare groups will have a maximum of 9 students with 1 counselor per group
- b. Each week, there will be two extra staff on hand throughout the day to assist with cleaning procedures, health screenings, sign in and out procedures, and assisting each group with programming needs.

3. Space Usage

a. Space Sharing

- i. Childcare groups will be kept separate throughout the summer
- ii. At times, the groups may utilize a shared space. All spaces will be cleaned and sanitized before and after childcare group enters or leave a space for programming

b. Handwashing Stations

- i. Each group will have a designated handwashing station in the Youth Center that is used exclusively by their group
- ii. Counselors will be responsible for ensuring children stand 6 ft apart while they wait to wash their hands
- iii. Counselors will also be responsible for timing each child as they wash their hands and ensure that they use proper handwashing procedures before the next child

c. Lunch Spaces

- i. Each group will eat lunch at the snack tables located in the youth center
- ii. Lunch time will be staggered so that only one group is eating lunch at a time
- iii. Each student will eat at their own table. One student will eat in the kitchen, with the kitchen counter operating as their table surface

- iv. All students must stay seated while eating and wait to be excused
 - v. For meal time procedures, see “Meal Time Procedures” under “Health and Safety”
- d. Personal Belongings**
- i. Both groups will have designated spots for their personal things
 - ii. Children will be required to place all of their personal items inside an individual receptacle
 - 1. These receptacles will have names attached to them for each individual child so that children know exactly where to put their personal items
 - iii. Staff members will follow the same procedures, keeping their personal items in a box in the same area as their group
 - iv. No unnecessary personal items will be allowed at care, including toys, games, or supplies that are not included on the supply list. Please keep these items at home.
- 5. Program Changes**
- a. Field Trips**
- i. There will be no field trips this year for Summer Childcare. All programming will take place at the YMCA main facility.
 - ii. Each day, childcare groups will have an hour and a half of scheduled “walking field trip” time. During this time, the individual groups will go to areas in Winona with their counselor to experience something Winona has to offer. These will be planned prior to the start of the season and a list of locations will be made available to parents.
- b. Program Materials**
- i. Childcare will be releasing a list of supplies that staff recommend children bring as to limit the need to share supplies. It is **not necessary** to bring these items however, if you are concerned about your child utilizing basic supplies that others will have touched, the YMCA highly recommends packing these supplies. They can be left at the YMCA in each child’s personal belongings box. Parents should consider labeling all personal items so they can be returned to the correct family.
 - ii. All supplies will be disinfected after use and counselors will discourage students from sharing supplies
 - 1. Items that cannot be cleaned immediately will be put in “sanitation buckets” placed around camp. These items will not be used until they are sanitized. All items will be sanitized before the end of the day at the latest
 - iii. All items that cannot be easily disinfected will be removed from the youth center prior to the start of the season and will not be accessible to children or staff
- c. Rentals and visitors**
- i. The CDC recommends that programs limit visitors during the seasons. Due to this, the YMCA will not have any facility rentals including:
 - 1. The Youth Center
 - 2. Pool rentals
 - 3. Family Fun Center
 - 4. Small or large gym
 - ii. These restrictions will be in place throughout the entire program season

Health and Safety:

The Winona Family YMCA recognizes that handwashing is our first line of defense for youth participants in helping limit the spread of germs and bacteria. Childcare staff will be diligent to discuss with children the need to wash their hands often and to not touch their faces. Health and Safety will be the highest priority for Childcare staff as to ensure the Winona Family YMCA is doing their part to limit the spread of Covid-19 and protect participants.

1. Health Screenings

- a. Drop off and pick up procedures
 - i. Throughout the summer, the Summer Childcare Coordinator will be in contact with families to coordinate drop off and pick up times
 - ii. Drop off and pick up times will be staggered, with no more than two families arriving at a designated time. The window for drop off and pick up times will last approximately 5 minutes each.
 - iii. Parents will pull up to the driveway located in front of the YMCA and roll down the passenger side window. Staff will approach the car only on the passenger window side.
 - 1. Staff will be wearing masks at this time
 - 2. Staff will ask for the student's name and then complete a health screening questionnaire with the child's parents or guardians
 - 3. After the screening, the temperatures of the child will be taken before they exit the vehicle
 - a. If temperatures are below 100.3, the child will be signed in for childcare
 - b. If temperatures are above 100.3, the child will remain in the vehicle and cannot return to programming for 24 hours
 - 4. Once the health screening has been completed, the child will be allowed out of the vehicle and will be given some hand sanitizer. Hand sanitizer must be fully applied before joining their designated groups
 - a. Counselors will walk each student to their camper group before conducting the next health screening
- b. Midday screenings
 - i. Mid-day screenings will take place immediately before lunch time
 - ii. These screenings will consist of taking temperatures
 - 1. If a student has a temperature above 100.3, parents will be notified immediately and asked to pick up their students within a half hour
- c. Staff
 - i. All staff will follow the same health screening procedures as students daily
 - ii. Any staff with temperatures above 100.3 will be asked to go home for the day and return 24 hours later

2. Handwashing Procedures

- a. **Messaging**
 - i. Signage will be placed all around the youth center to help remind children to wash their hands
 - ii. Counselors will be responsible for timing each of their participants to ensure they wash their hands for the recommended 20-second minimum period of time. They will also watch the children as they wash their hands to ensure they use soap and water and scrub effectively
- b. **Daily games**
 - i. Counselors will create a series of games to use to implement frequent handwashing.
 - ii. An example of a handwashing game:
 - 1. Each child is given a stamp on the back of their hand at the beginning of the day, and they are asked to have the stamp off of their hand by the end of the day
- c. **Stations**
 - i. Each group will have a designated handwashing station that is only accessible to their group and counselor
 - ii. These stations will have markers to show proper 6 ft spacing while children wait in line. Counselors will be responsible for ensuring their children stay the appropriate distance from other campers

- iii. In spaces that are more enclosed (the hallway bathrooms), students will wait outside of in a more appropriate space that allows for better social distancing
- iv. Counselors will leave water running the entire duration of handwashing. Water will be turned off after the last child has washed their hands. The counselor will sanitize the soap pump and hand towel dispenser between use.

d. Frequency

- i. Hand washing is required every hour and during transitions from one activity to another. These handwashing times are worked into the daily schedule
- ii. The Childcare Coordinator and Lead will be responsible for timing during the shift, directing counselors and groups to wash hands through a “loudspeaker” announcement made over walkie talkies each hour. They will also sweep through each handwashing station each hour to ensure the proper procedures are being followed

6. Social Distancing

a. Group interactions

- i. Neither group will interact with other children throughout the day. Each group will be kept separate from other groups throughout all programming

b. Spacing in groups

- i. Groups will be limited to 9 participants and 1 counselor
- ii. Within these groups, students will be asked to socially distance from one another
- iii. Counselors will implement a variety of activities and games to ensure proper spacing is conducted
- iv. Counselors will be responsible for ensuring their children keep a distance from one another throughout the day
- v. All activities have been adjusted to account for social distancing. New activities and games are being developed to ensure children have a fun time but are as safe as possible

7. Meal Time Procedures

a. General Reminders and Notes:

- i. CDC guidelines regarding cleaning and disinfecting, as well as using EPA approved products, will be followed for meal time procedures
- ii. Employees will wash/scrub their hands and ensure proper handwashing of camp participants each hour at a minimum and during program transitions

b. Meal Time Locations

- i. Both groups will eat lunch and snack at staggered times
- ii. The groups will eat meals at the snack tables in the Youth Center
- iii. If the weather is good, the children may eat picnic style at Windom Park

c. Meal Prep

- i. All meals will be provided by Winona Area Public Schools. No child should bring food, unless they have severe allergies that cannot be accommodated by Winona Area Public Schools.
- ii. All surfaces will be disinfected at the beginning of each shift and before meal preparation and feedings using CDC and EPA approved products
- iii. All staff will wash hands before and after meal preparation and feeding
- iv. Staff and children will not eat at the same time to allow staff to adequately clean hands and disinfect surfaces between meals
- v. Plastic utensils will be utilized and will be disposed of after use

d. Meal Time

- i. There will be counselors monitoring the group so that every single child washes their hands. Counselors will work together to make sure that children wash their hands, grab their meals, and walk directly to their assigned/designated table and they are not up and moving around.

- ii. Children should not get up from their assigned area for the duration of the meal (except bathroom emergencies, in which counselors will need to make sure that the child washes their hands and sits right back down) **This includes when they are done eating.**
 - iii. At a designated time, counselors will let the children get up 1 child, 1 table, at a time and throw garbage away. Once they throw their garbage away, they will then head straight to the hand washing area.
 - iv. After washing their hands, children will immediately go to a different room/area away from the eating area.
- e. Cleaning and Disinfecting**
- i. Surfaces will be thoroughly disinfected at the end of each shift and before and after meal preparation and feedings using CDC and EPA approved products
 - ii. All staff will wash hands before and after meal preparation and feeding

8. Health and Safety Policies

- a. All existing health and safety policies apply. Please see health and safety policies document for more information
- b. If children become sick during care:
 - i. Parents will be called within five minutes of discovering that children have fallen ill
 - ii. Parents will be required to pick up their children within 30 minutes of the phone call
 - iii. Sick children will be kept separate from others, in an isolated area that is in sight of YMCA staff
 - iv. All other children will be removed to outside to Windom Park, where counselors will continue facilitating programming
 - v. Other staff will disinfect and clean the entire Youth Center while other children are at the park

Preparedness and Prevention

The Winona Family YMCA recognizes the importance of enhanced cleaning and sanitation procedures to help reduce the spread of germs to participants and staff. The Childcare and Janitorial Staff will follow the below procedures to keep the facility space as clean as possible.

3. Cleaning Procedures

a. Procedures

- i. Regular touchpoints must be cleaned and sanitized every hour
 - 1. This includes countertops, walls, door knobs or handles, bathroom and kitchen sinks, and lightswitches
 - 2. Regular touch points in a bathroom will be cleaned after each use
 - 3. Where possible, doors will be kept open to limit contact
- ii. Items that are hard to sanitize will be removed from the Youth Center and will not be accessible to children or staff
 - 1. This includes plush toys, stuffed animals, anything made of cotton or soft fabric
- iii. The Youth Center will be thoroughly cleaned nightly, immediately after the last participant is picked up
 - 1. Staff will use CDC recommended cleaning supplies
 - 2. Cleaning procedures will include;
 - a. Disinfecting all surfaces
 - b. Sweep/mopping the floors
 - c. Vacuuming carpeted spaces
 - d. Spraying and disinfecting storage boxes (where personal items are stored)

- e. Wiping down touch points before leaving
- iv. There will be additional cleaning requirements throughout the day, including;
 - 1. Wiping down all touchpoints hourly
 - 2. Disinfecting program supplies immediately before and after each use

b. PPE Requirements

- i. Youth participants are not required to wear masks, but it is recommended that they bring them and wear them if parents are comfortable doing so
- ii. Youth participants will be provided with YMCA branded bandanas this year that can be used as face coverings if needed. YMCA T-Shirts will not be provided
- iii. Staff will be required to wear face masks when they come within six feet of other staff or program participants. This may occur when helping students put on sunscreen or if staff need to administer first aid.

4. Positive Case Procedures

- a. In the event of a positive case of Covid-19 in the YMCA facility of a program participant or a member, the Winona Family YMCA will follow the Standard Operating Procedure Response to Covid-19, which includes a deep clean of the entire facility and increased communication from the Marketing Department to alert anyone who may have come into close proximity of the person(s) with a positive case.
- b. The Winona Family YMCA will follow the Covid-19 Exposure and Quarantine Guidelines in the event of positive cases for staff, members, or program participants.
- c. To view the Covid 19 Exposure and Quarantine Guidelines or the Standard Operating Procedures Response to Covid-19, email Alexa at ashapiro@winonaymca.org.