



Summer Day Camp 2021 COVID-19 Procedures

As a licensed child care provider with the State of Oregon Office of Child Care, Camp Fire Columbia's Before & After School Department is implementing the following required policies and procedures until further notice. Please note that these requirements may change as mandated by the State of Oregon Office of Child Care, Early Learning Division, and Oregon Health Authority.

This document is intended to cover new rules and regulations associated with providing child care during COVID-19 and does not take the place of information shared in our Summer Day Camp 2021 Family Handbook, [Rates & Payment Policies](#), [session descriptions](#), [website](#), or other resources Camp Fire uses during enrollment and programming.

Personal Protective Equipment

The term "mask" will be used throughout this guide as reference to a facial covering that fits snugly around a person's nose and mouth to reduce the spread of COVID-19. [CDC approved facial coverings](#) include disposable face masks, cloth face masks with replaceable filters and/or multiple layers of tightly woven fabric (e.g., cotton), and clear plastic face masks. At this time, the CDC does not recommend facial coverings that are either too tight or too loose (large gaps along the edges, most commonly seen on the sides), ill-fitting plastic face masks, single-layered cloth face masks that use non-breathable (e.g., leather) or loosely woven (light can pass through) fabric, vented face masks, face shields, and medical grade face masks (which need to be conserved for first responders and healthcare workers).

Camp Fire is required to have all adults* and children* (5 years and over) who participate in check-in and check-out or who enter the licensed program area wear a mask that meets the CDC's guidelines for face coverings.

Families are responsible for providing acceptable masks for their children. Reusable masks must be washed after each day's use or a new disposable mask must be provided daily. Please consider packing extras each day. Camp Fire will have disposable masks on-site in case a team member or child needs an extra but they are available for emergency use only and we cannot guarantee they will fit appropriately.

Each child needs to be able to remove their mask without assistance. If a child removes their mask, or demonstrates a need to remove their mask for a short-period of time, a Summer Day Camp staff member will:

- Supervise the child to ensure that they maintain six feet or more of physical distancing from all other children and adults while the mask is removed.
- If needed, show the child how to effectively wear a mask.
- Guide the child to re-engage in safely wearing a mask.

Children will never be disciplined for the inability to safely wear a mask.

**Camp Fire staff and children who have a medical condition or disability, as documented by their doctor's order, that prevents them from wearing a mask will not be required to wear one.*

Drop-Off and Pick-Up

To help keep all Camp Fire families and staff safe, families are required to drop-off and pick-up their children from a Summer Day Camp staff member outside of the licensed program area. If you do not see a staff member outside when you arrive, call the [site phone](#) to let them know that you have arrived.

We have implemented a [no-contact](#) process for children to be checked-in and out of program. All family members and authorized contacts must wear a [mask](#) AND maintain physical distancing during the drop-off and pick-up of their child. Please limit the number of people who drop-off and pick-up your child; the same person doing both is ideal.

During check-in, Camp Fire will have signage posted and visible markings to guide families through daily [health checks](#). Please keep your child home if they are experiencing COVID-19-related symptoms and [report](#) any positive or presumptive cases to Camp Fire immediately. We have a sink with soap and water AND hand sanitizer (60%-95%) at or near the entrance of the program area so that the children and Summer Day Camp staff can clean their hands as they enter or immediately after entering program. The hand sanitizer requires a medication release and is kept out-of-reach of the children unless it is being used with supervision.

Family members can only be allowed to enter the program area if there is immediate concern for the health and safety of their child. If a family member has a concern about the health and safety of the program and would like to enter, they must do so by first contacting the [Before & After School Department Director](#) and then scheduling a time to visit. Any family member who enters must follow all of the requirements set-in-place for adults in the facility.

Drop-Off Procedure

Upon dropping-off each morning, expect the following general procedure:

- Please keep your child home if they are sick or exhibiting any of the COVID-19 symptoms or have been exposed to a presumptive or positive case of COVID-19.
- Families may not enter the program space during check-in. Please communicate with our Summer Day Camp teams using the [Summer Day Camp site phone number](#). A Summer Day Camp staff member will always be present to assist with the drop-off process.
- Check your child in with a Summer Day Camp staff member at the front entrance of program.
 - They will perform a health check and mark the time on the sign-in sheet.
- Notify a Summer Day Camp staff member of any expected changes to your afternoon pick-up time.
- Let a Summer Day Camp staff member know of any special news or considerations that will help your child be successful.
- **Please allow extra time on your child's first scheduled day of Summer Day Camp during drop-off as staff must confirm the following:**
 - Verification of authorized pick-up list.
 - Review of pick-up & drop-off procedures.
 - Collection of any medications and appropriate forms.
 - Confirmation of completion of the Registration Form and any other necessary forms.

Pick-Up Procedure

Upon picking-up each afternoon, expect the following procedure:

- Families may not enter the program space during check-in. Please communicate with our Summer Day Camp teams using the [Summer Day Camp site phone number](#). A Summer Day Camp staff member will always be present to assist with the pick-up process.

(Pick-Up Procedure continued)

- A Summer Day Camp staff member will check the ID of all unknown adults that come to pick-up your child and confirm that the adult is listed on the authorized pick-up list.
- A Summer Day Camp staff member will initial the sign-out sheet and mark the time of your child's departure.

No Contact Check-In and Check-Out

Please note, Camp Fire is still in the implementation stage of setting up the InSite Connect app. Families have access to some features and can start to practice checking-in and checking-out but the Summer Day Camp staff will still be using paper attendance for official check-ins and check-outs.

All family members with account access need to have ProCare's InSite Connect app setup on their phones as long as they have a child enrolled in Summer Day Camp. Camp Fire is using InSite Connect for the daily check-ins and check-outs, Daily InSites (shared photos or stories from the day's activities), and announcements.

To setup InSite Connect:

- 1) Download the free InSite Connect app to your phone*.
 - a. Android: [Google Play Store](#)
 - b. iOS: [App Store](#)
- 2) When you first open InSite Connect, it will request an "Authentication Code" to link you to your Camp Fire account.
 - a. To access your authentication code, log-in to your [Family Portal](#).
 - b. Select "Account" in the upper right-hand corner.
 - c. Your authentication code will be listed under your username and it will be bold.
 - d. Enter your four-digit authentication code into the InSite Connect app then select "Submit".
- 3) After you have submitted your family's authentication code, enter the username and password you use to access your Family Portal.
 - a. When there are two primary family members associated with an account, they will each have their own username and password. If one of the primary family members does not know their username and password, the family member who does have access to the Family Portal can locate the unknown username in the "Personal" section. The located username can then be used with the forgotten password feature to create a new password.
- 4) As you log-in, you will receive a pop-up asking you to allow InSite Connect to send you notifications and to determine your location. Select "Allow".
 - a. If you select "Do not allow", you may miss important Camp Fire notifications and you will not be able to check your child in or out of program.

We understand this may take some time getting used to. Please be patient with us as we adapt to our new system and find new ways of working in these times. Staff is also documenting check-in and out times and health check questions on our clipboards, but overtime hope that we can go completely no contact for this procedure.

To check-in or check-out your child using the InSite Connect app:**

- 1) One of the buttons available to you when you open the InSite Connect app will say "Check In/Out". The check-in/out button will be red until you are within 500ft of site then it will turn green.
- 2) When green, select the "Check In/Out" button then select the child, or children, who will be attending program that day.
- 3) Select "Check In/Out".

(No Contact Check-In and Check-Out continued)

If your child will be checked-in or checked-out by one of your authorized contacts, they will not have access to the InSite Connect app so you will need to make sure that they have a PIN setup within their profile in your Family Portal. The authorized contact will then give their PIN to the Camp Fire team member who meets them outside so they can complete the digital check-in or check-out. Camp Fire will not be able to check your child in or out to anyone without a PIN or state-issued ID. Make sure your authorized contact also has the phone number for site so they can call us if there are no Camp Fire team members outside.

**If you do not have a smart phone, please let us know so we can assist you with check-in and check-out.*

***If for any reason you are unable to complete check-in or check-out through InSite Connect, go to your profile within your Family Portal to locate your PIN. You will then need to give your PIN to the Camp Fire team member who meets you outside so they can complete the digital check-in or check-out for you.*

Health Checks

Camp Fire conducts a daily health check for ALL children, staff, and any other people (family members, maintenance, etc.) coming into the licensed program area.

The following questions will be asked of all entering adults and children (if a child is not able to reliably answer, the adult who is checking-in the child will be asked for them):

- 1) Has the child or adult been exposed to a person with a positive case of COVID-19 in the past 14 days?
- 2) Has the child or adult been exposed to a person with a presumptive case of COVID-19 in the past 14 days?
 - a. A “presumptive” case means the person was exposed to someone with COVID-19 and the presumptive adult or child showed symptoms in the past 10 days.
- 3) Is the child or adult experiencing unusual cough, shortness of breath, new loss of taste or smell or fever of 100.4 or higher?
 - a. “Unusual cough” means something not normal for this person (e.g., allergies, asthma).
- 4) Does the child or adult have symptoms of diarrhea, vomiting, headache, sore throat, or rash?
- 5) Is anyone in your household waiting on the results of a COVID-19 test?

If the answer to question 1 and/or 2 is yes, the child or adult must quarantine for 14 days. The 14-day quarantine starts on the day that child or adult last had contact with the positive or presumptive COVID-19 case. The 14-day quarantine cannot be shortened by getting a negative COVID-19 test or by getting a note from a medical professional.

If yes to question 3, that person must be excluded from the program for 10 days and must be symptom free for at least 24 hours prior to returning to program. With regard to cough and shortness of breath only, if the person has been checked by a medical professional and is cleared, they can remain in or return to the program following the documented direction of the medical professional. Anyone with a fever of 100.4 Fahrenheit is excluded.

If question 4 is answered with yes, that person must be excluded until they have been seen and cleared by a medical professional (documentation required) or until the symptoms have been resolved for at least 24 hours.

(Health Checks continued)

If question 5 is yes, the Camp Fire team member who is conducting the health check will ask additional clarifying questions about the reason for the COVID-19 test. Next steps will be determined based on the answers to the clarifying questions.

Summer Day Camp staff may self-screen and attest to their temperature on a daily basis. If anyone has a temperature of 100.4 Fahrenheit or over, they must be excluded from program.

The five questions and temperature are all recorded as “pass” or “fail” only to maintain the privacy of our families and staff. We do not record any symptoms. A “fail” on any of the health check questions or temperature will result in the child or team member needing to stay home from program until all of the questions and temperature can be documented as “pass” again.

Camp Fire must follow the Office of Child Care’s Exclusion Chart, below, while completing daily health checks:

OREGON DEPARTMENT OF EDUCATION EARLY LEARNING DIVISION

EXCLUSION SUMMARY

for Child Care and Early Education Operations During COVID-19

UPDATED JANUARY 2021

If child or staff member has had illness with fever , unusual cough , new loss of taste or smell or shortness of breath in the last 10 days:	If a child or staff member has been exposed to someone with a current presumptive case or positive COVID-19 case:	If a child or staff member develops symptoms listed in column 1 or learns they have been exposed to a positive or presumptive case while at the facility:	If a child or staff member has a household member with symptoms of COVID-19 who is not a presumptive case or confirmed case:	Remember to check for the normal (non-COVID) childhood illnesses:
Person should be sent home. If person tests positive or does not get tested, they must stay away from the facility for 10 days after onset of symptoms and 24 hours after both fever free and cough resolves.	The person must be excluded from care if they were exposed to a presumptive case or positive COVID-19 case during the infectious period .	Separate the person until they can leave the facility and send home as soon as possible.	Carefully monitor the person for symptoms. Encourage the ill household member to get tested.	Diarrhea, vomiting, headache with a stiff neck, "pink eye," rash, etc.
<p>If person tests negative for COVID-19, they may return 24 hours after resolution of cough and are fever free.</p> <p>If the only symptom was a fever and a medical professional advised the person can return to care, they may do so if they have been fever free for 24 hours. A medical professional must provide documented advice.</p>	Exposed person must quarantine for 10 days. Start counting 10 days from the last time the person had contact with a presumptive case or confirmed case while the case was in the infectious period . For household contacts, quarantine starts the day after the infectious period ends.	<p>Important Definitions</p> <p>Unusual cough means out of the ordinary for this person – e.g., not usual asthma or allergies.</p> <p>Fever means 100.4 degrees Fahrenheit or more.</p> <p>Fever free means a temperature less than 100.4 degrees Fahrenheit without the use of fever reducing medication.</p> <p>Exposure means close contact with a COVID-19 case (less than six feet) for longer than 15 minutes in a 24-hour period.</p> <p>Presumptive case means a person who was exposed to a positive COVID-19 case and has developed symptoms.</p> <p>The infectious period is two days before to 10 days after the person with COVID-19 first becomes symptomatic. If the COVID-19 case doesn't have symptoms, infectious period is 2 days before the day the test was taken (not the day they got their test result) to 10 days after.</p> <p>Quarantine means you stay away from other people when you may become sick, even if you have no symptoms. Quarantine should last at least 10 days. Quarantine may be shortened to 7 days if: you take a test between days 5 and 7 of your quarantine, the test is negative, and you don't have symptoms.</p> <p>Children cannot be denied care because of the fear of transmission of COVID-19:</p> <p>In addition to Oregon laws prohibiting discrimination, a provider cannot refuse to enroll a child in the program based on a belief that the child is more susceptible to contracting COVID-19 due to the child's or parent's occupation, race, ethnicity, geographic location, disability, or pre-existing health condition.</p> <p>For more information, visit oregonearlylearning.com/COVID-19-Resources. Providers can also submit questions by emailing ProviderContact@state.or.us.</p>		Child may return to care after 24 hours symptom-free (48 hours for vomiting or diarrhea).

Stable Groups and Physical Distancing

Camp Fire is required to keep all children and staff in stable groups up to 15 when there is a single team member or 30 when there are two team members or more. We have designed our Summer Day Camp sessions to have a 30-child capacity each week so the children can all be in a single stable group. If the state or county

(Stable Groups and Physical Distancing continued)

guidance return communities to baseline status, the stable group sizes will be reduced. Specific stable group sizes will then be determined by the Early Learning Division Office of Child Care. While at program, the Summer Day Camp staff will practice physical distancing from all children and adults who are not members of their stable group. However, the children and staff are not required to maintain physical distancing with the other members of their stable group.

Daily Schedule

Sample Schedule

7:00am	Check-in. Quiet activities and small group outdoor play.
8:15am	Community Meeting, snack, and recess
9:45am	Discovery Hour: An opportunity for staff-led, intentional programming providing children a choice from a variety of offerings. Discovery hour will incorporate activities aligned with weekly themes and could include water play, a virtual field trip, cooking projects, community-based learning projects, and wheels day activities.
10:45am	Movers and Makers: Child-led and staff supported. Children will choose from stations, set-up both inside and outside, which encourage learning and growth in a particular skill area or interest. Makers and Movers could also be a continuation of activities happening during Discovery Hour.
11:30am	Community meeting, lunch, and recess.
12:30pm	Recharge Hour: A time for children to decide what they need to refuel for the rest of the day. Spaces for silent activities, quiet play and active movement will be available during this time.
1:30pm	Camper's Choice: Learning through self-led play encourages social-emotional growth while giving children an opportunity to engage in activities at their own pace.
2:30pm	Community meeting, snack, and recess.
3:30pm	Discovery Hour
4:30pm	Movers and Makers
5:30pm	Small group outdoor play and quiet activities. Check-out.

Program Components

Planned activities by Summer Day Camp staff include, but are not limited to arts and crafts, group games, active recreation, cooking, reading, science projects, team building, academic connections, world cultures, service-learning, life skills, outdoor activities, creative expression, leadership development, and more!

- Themed Activities
 - From Wings and Wheels to Secret Agent Academy, each week of Summer Day Camp will follow an interactive theme. Please check out our [Portland Day Camp Calendar & Themes](#) and [West Linn Day Camp Calendar & Themes](#) for the session schedules at your location.
- Quiet Activities
 - When children arrive before 8:00am or leave after 5:30pm, they will participate in quiet activities and small group outdoor play. Children will be given recess time and have the option to play table games, create simple arts and crafts, have some quiet reading time, etc. Children will be free to float between activities with permission from a Summer Day Camp staff member.
- Team Building
 - Children will have many opportunities to work together within their stable groups to further develop social skills and get to know the other children. Team building activities are

(Program Components – Team Building continued)

intentionally included in programming.

- Community-based Learning Projects
 - During the summer, children will participate in at least one community-based learning project. To complete these projects, the children will explore community needs, develop a service project to help meet a need, reflect on the process, and celebrate their accomplishments. We encourage families to participate; connect with the [Summer Day Camp staff](#) for more information.
- Life Skills
 - Camp Fire children may take part in discussion and activities about the following topics: self-image and self-improvement, equity and inclusion, diversity, leadership, decision making, communication skills, coping with anxiety and anger, growth mindset, and social skills such as confidence, inclusion, and conflict resolution.
- Snacks
 - Children will be served two nutritional snacks each day. Camp Fire uses USDA guidelines to determine nutritional content for snacks. Weekly snack menus are posted at site for your information. If your child has specific food allergies (i.e., nuts, gluten, dairy), please make sure that this information is listed on their registration form and that the [Day Camp Director](#) or [Assistant Day Camp Directors](#) are notified verbally or via email about your child's needs. We can accommodate many allergies and dietary restrictions, but if your child has extreme restrictions you may need to make special arrangements. Please do not send sodas, candy, or gum with your child.
- Lunch
 - Camp Fire does not provide lunch. Please send your child with a packed lunch that does not need to be refrigerated or heated. Please do not send sodas, candy, or gum in your child's lunch unless prearranged with the Day Camp Director.

Contacts

<i>Session & On-Site Support</i>	
Portland Day Camp	West Linn Day Camp
<i>Creative Science School</i> Summer Site Phone: 503-209-2927	<i>Sunset Primary</i> Summer Site Phone: 503-997-9718
<i>Hayhurst Elementary</i> Summer Site Phone: 503-954-8543	
<i>Woodlawn Elementary</i> Summer Site Phone: 503-784-1395	
Portland Day Camp Director PDXDayCamp@campfirecolumbia.org	West Linn Day Camp Director WLDayCamp@campfirecolumbia.org
<i>Administrative Office Support</i>	
Tanya Spence, WLWV Before & After School Multi-Site Coordinator tspence@campfirecolumbia.org 971.910.2260	
Sam Morelli, PPS Before & After School Multi-Site Coordinator smorelli@campfirecolumbia.org 503.803.9223	
Jon Myers, Before & After School Program Director jmyers@campfirecolumbia.org 503.784.4093	
Josh Todd, President and CEO jtodd@campfirecolumbia.org	
<i>Billing & Registration Support</i>	
Amelia West, Before & After School Registrar awest@campfirecolumbia.org 971.340.1613	