



## **COVID Camp Protocol:**

### **Full Day Camp**

#### **Enrolling Your Child**

- Registration will be a per day model.
- Camp hours will be reduced by one hour in order to give our staff the time to thoroughly clean and disinfect. We will provide care from **8:00am-5:00pm (THESE TIMES ARE SUBJECT TO CHANGE AS WE WORK IN COLLABORATION WITH THE AES SCHEDULE)**.
- Please make sure all your emergency information is updated in Epact. If you need assistance, please let us know.

#### **Drop off and Pick-Up: ONLY STAFF AND CHILDREN will be allowed in the building.**

##### **Drop-off:**

- Drop-off will occur from 8:00am-9:00am **ONLY**.
- Parents will drop campers off at the back of Aspen Elementary School.
- Upon arrival, please wait with your child in your car until you are greeted by a camp counselor.
- Parents/guardians will sign-in their children using the QR Code on the ePACT account. The QR Code can be found on the top right of the page once you sign into your account at [epactnetwork.com](http://epactnetwork.com).
- Pre-screening questions on [epactnetwork.com](http://epactnetwork.com) should be completed before your child comes to camp.
- Once the counselor greets parents and campers, they will do visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Parents will be asked if the child has shown any signs of illness or been exposed to those with illness.
- Persons who have a fever of 100.4 (38.00C) or above or other signs of illness such as excessive cough, sore throat, or shortness of breath will not be admitted to the facility. We are encouraging parents and staff to be on the alert for signs of illness in children that are enrolled and please keep your child home when they are sick.
- Once children and staff have entered the facility, they will perform hand hygiene: Hand washing will be with soap and water for 20 seconds.
- **All children MUST be dropped off by 9:00am. This is to help ensure that all safety protocol is adhered to.**

##### **Pick-up:**

- Pick-up will occur from 4:00pm-5:00pm **ONLY**.
- Parents will pick up campers at the back gate of the ELEMENTARY SCHOOL. The gate is located on Maroon Creek Rd. by the AES playground.
- Upon arrival, parents will call camp phone 970-319-4242, please wait in your car until a counselor walks your child out.

- Parents/guardians will verbally sign-out their children using their unique code. Codes will be given to families before the first day of camp. If your child attended summer camp, they will use the same code.
- **Children MUST be picked up by 5:00pm.**
- If you are late in picking up your child, you will be charged a fee of \$10.00 cash for every five minutes you are late due at the time you pick up your child.

### **Daily Requirements**

- Each child should bring the following **EVERYDAY**:
  - A facemask, which must be worn while at camp. We ask that you send two with your child so if one gets dirty, they have an extra. Please place the extra mask in a Ziplock bag to keep clean with an additional Ziplock bag for masks to be kept in while the child is eating. Additional info. can be found here: <https://covid19.colorado.gov/mask-guidance>
  - His/her day pack, which will be placed in a designated laundry basket to keep items contained for each individual child
  - A full water bottle with the child's name printed on it. Drinking fountains will not be used. Touchless water bottle filling will be available.
  - Lunch w/ utensils (we cannot heat food) and a minimum of two snacks. **\*\*We will not be able to hand out snacks to campers so we recommend packing extra snacks each day.\*\***
  - Proper clothing for all types of weather as we will still be going outside throughout the day. (i.e. sun hat, raincoat, light jacket, etc.)
  - Sunscreen for self-application. We recommend applying sunscreen before the child arrives at camp, but they may bring their own for reapplication if you wish for them to do so.
  - Daily Learning supplies (i.e. Chromebook, books, worksheets, etc.) Please see the schedule below.
- If your child shows signs of illness at any point during the day, we will isolate them from other children, and you will be required to pick up your child within 30 mins of the call.
  - If a child or staff become ill with a confirmed case of COVID-19 while in attendance at camp, Camp director will contact Nurse Consultant and Pitkin County Health Department for further instructions and all families will be notified of exposure. The facility will follow the guidance of the Pitkin County Health as to the amount of time we will be required to close and the disinfecting of the facility.
- Please **DO NOT ALLOW** your children to bring personal items such as toys, electronic devices, cell phones & etc. from home to camp. They may get lost or broken & are disruptive.
- Appropriate footwear is a must. **HEELYS, CROCS, FLIP FLOPS, AND SANDALS DO NOT WORK!** We will be walking, hiking, and playing outside. Please make sure that you have well-fitting comfortable shoes when they come to camp. This is for the safety of your child.

### **Cleaning and Disinfecting**

We are taking every precaution to ensure cleanliness and safety for your child. We will be adhering to the following cleaning and disinfecting procedures:

- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games, tables, and equipment.
- Each night a deep cleaning will take place of the facility.
- Staff will work with children to:
  - Cough or sneeze into their sleeved arm or cover their nose and mouth with a tissue. Throw away the tissue after they use it and wash hands.
  - Avoid touching their eyes, nose, or mouth.
  - Wash their hands frequently and for at least 20 seconds with soap and water, especially after they cough or sneeze; an alcohol-based hand rub can be used if soap and water are not nearby.
  - Avoid sharing cups and eating utensils with others
- Handwashing: We will be following all CDC recommended protocol. All children and staff will engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food
  - After using the bathroom
  - After playing outdoors
  - Before transitioning to a new activity
  - Developmental posters describing handwashing steps will be placed near sinks.
  - Proper handwashing will be with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Children will be closely supervised when they use hand sanitizer to prevent ingestion.

### **After School Club**

#### **Enrolling Your Child**

- Registration will be a per day model.
- Camp hours will be as follows:
  - Mon, Tues, Thurs, Fri: 2:30-5:30
  - Wed: 2:00-5:30
- Please make sure all your emergency information is updated in Epact. If you need assistance, please let us know.

#### **Drop off and Pick-Up: ONLY STAFF AND CHILDREN will be allowed in the building.**

##### **Drop-off:**

- Campers will walk down to the AES cafeteria once the school bell rings.
- Counselors will do visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Parents will be asked if the child has shown any signs of illness or been exposed to those with illness.
- Temperature will be taken using a non-contact thermometer and recorded on our ePACT form.
- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness such as excessive cough, sore throat, or shortness of breath will not be admitted to the facility. We are encouraging

parents and staff to be on the alert for signs of illness in children that are enrolled and please keep your child home when they are sick.

- Children will then perform hand hygiene: Hand washing will be with soap and water for 20 seconds.

#### **Pick-up:**

- Pick-up will occur any time after school until 5:30pm **ONLY**.
- Parents will pick up campers at the back gate of the ELEMENTARY SCHOOL. The gate is located on Maroon Creek Rd. by the AES playground.
- Upon arrival, parents will call camp phone 970-429-3676, please wait in your car until a counselor walks your child out.
- Parents/guardians will verbally sign-out their children using their unique code. Codes will be given to families before the first day of camp. If your child attended summer camp, they will use the same code.
- **Children MUST be picked up by 5:30pm.**
- If you are late in picking up your child, you will be charged a fee of \$10.00 cash for every five minutes you are late due at the time you pick up your child.

#### **Social Distancing Protocol**

- Group Size
  - CDPHE - groups of up to 12 children may be supervised by 2 staff.
- We will be keeping each group of children in a separate area from each other.
- Each child will have a laundry basket that they will keep their belongings in.
- Children will stay in the same group together and have the same staff member each day.
- To limit the mixing of children, we will stagger playground/gym times and keep groups separate for special activities.
- Activities would be spread out throughout the facility to create social distancing.

#### **Cancellation Policy**

All cancellations must be made 48 hours in advance in order to receive credit for another day. In the case of a child showing signs of illness credit will be given with proper notice to Julie. Requests should be e-mailed to Julie.kline@cityofaspen.com or by leaving a voicemail on (970) 319-4242. Please keep in mind, cancelling in this manner will help us keep your children safe and happy.

Account credits will also be given in the case of a facility closure due to COVID-19.

Thank you for taking the time to read these important camp rules! We look forward to partnering this fall.

Please contact me with any questions, comments or concerns!

#### **Full Day Learning/Camp Days Schedule:**

- 8-9am: Drop Off behind Aspen Elementary School

- 9am-12pm: Snack and Learning Time. Staff will provide support for logging on to morning meetings and assignments but will not be responsible for teaching lessons. Please make sure students have what they need.
- 12-1pm: Lunch
- 1-4pm: Camp like activities (i.e. hiking, games, field trips, etc)
- 4-5pm: Outside or Free Play & Pick-up behind Aspen Elementary School

Julie Kline

Day Camp Coordinator

[Julie.kline@cityofaspen.com](mailto:Julie.kline@cityofaspen.com)

Office: 970-920-5140

Cell: 970-319-4242

\*\*By signing this parent letter, you agree to participate and cooperate with the Pitkin County Contact Tracing Team throughout their contact tracing protocol, in the event a student, family member, or staff contracts Covid-19.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_