

## Easterseals Camping and Recreation COVID-19 Action Plan



TOPIC	DISCUSSION	ACTION	PERSON RESPONSIBLE
Guidelines	The Camping and Recreation department will consider guidelines/restrictions implemented by ACA, Dept. of Health, ODP and CDC.	<ul style="list-style-type: none"> <li>- Continue to monitor changes with the ACA, ODP and CDC.</li> <li>- Upon announcing the camping and recreation services can resume, implement any guidelines/restrictions that are required.</li> <li>- Send out comprehensive letter outlining regulations to clients.</li> </ul>	<ul style="list-style-type: none"> <li>- Director</li> </ul>
Staffing	Bring back staff.	<ul style="list-style-type: none"> <li>- Notify HR and perform PAF's moving staff to active status.</li> <li>- Coordinate with IT to activate staff emails</li> <li>- Notify all staff of date that services will resume.</li> <li>- Send out email informing staff of new regulations.</li> <li>- Implement new regulations overview into staff training. (daily temp checks, routine hand washing, eating and sleeping 6 ft apart, etc. This will be accomplished during initial training.</li> </ul>	<ul style="list-style-type: none"> <li>- Director</li> </ul>

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Families	Inform families of resuming services and new procedures.	<ul style="list-style-type: none"><li>- Email client families to communicate new regulations. Families &amp; Clients will be reminded of requirements at time of arrival.</li><li>- Email client families date of resuming services/rescheduled camps.</li><li>- Send letter stating new procedures/guidelines if client is displaying symptoms of COVID-19.</li><li>- Contact families to confirm attendance (day camp, res camp, community based).</li><li>- Inform families that if participants are not compliant with safety regulations at all times they will not be permitted to continue participation. Agency will work with, and provide needed supports within it's capabilities but if the individual puts the safety of others within the program at risk, there would be no other choice but to request their pickup.</li></ul>	<ul style="list-style-type: none"><li>- Director/Assistant Director</li></ul>

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Accounting	Prepare billing to re-start camping and rec services	<ul style="list-style-type: none"><li>- Coordinate with Dan to ensure billing is ready to go on start date.</li><li>- Update any changes to consumer account status.</li><li>- Transfer credit for missed programs/camps or reimburse clients.</li></ul>	<ul style="list-style-type: none"><li>- Director/ Billing Coordinator</li></ul>
Partner Agencies	Inform partner agencies of opening date	<ul style="list-style-type: none"><li>- Contact partner agencies to ensure they are re-opened (YMCA's, bowling alleys, star stables, camp facilities) and let them know of Easterseals re-opening date.</li><li>-Revisit letters of agreement/contracts if necessary.</li></ul>	<ul style="list-style-type: none"><li>- Director/Assistant Director</li></ul>

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<p>If a staff/client are displaying COVID-19 symptoms, presumptive or positive</p>	<p>Establish a protocol for staff/clients if displaying symptoms or diagnosed with COVID-19</p>	<p><u>Staff exhibiting symptoms</u></p> <ul style="list-style-type: none"><li>• Staff instructed to notify Director immediately if displaying symptoms</li><li>• Send staff exhibiting symptoms home immediately.</li><li>• Daily temperature check and documentation before program.</li><li>• If fever free for 24 hours and <u>not</u> exhibiting other symptoms, may return to work.<ul style="list-style-type: none"><li>○ Could utilize Med Express/Concentra</li><li>○ <u>Geisinger Hotline for COVID: 570-284-3657</u></li><li>○ <u>Primary care physician</u></li></ul></li><li>• If fever continues and/or exhibiting other symptoms, needs to be cleared by a physician and cannot return until fever free for at least 72 hours and no longer experiencing COVID-19 related symptoms.<ul style="list-style-type: none"><li>○ Cannot return to work until cleared by physician and have documentation of negative COVID-19 test within 24 hours.</li></ul></li><li>• If staff have positive COVID-19 test or are considered presumptive positive-<ul style="list-style-type: none"><li>○ Notify possible contacts (staff/ individuals/families),</li></ul></li></ul>	<p>- Director/ Assistant Director/ Recreation Staff/ VP of programs</p>
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		<p>DHS, DOH, and follow CDC checklist.</p> <ul style="list-style-type: none"><li>○ Follow requirements dictated by CDC/DOH/DHS (which may include facility shut down for 24 hrs. to clean/sanitize)</li><li>○ Notify corresponding county's emergency management team.</li><li>● Increase daily staff/individual/visitors/family screening throughout the day to monitor possible exposure.</li><li>● Staff immediately increase sanitization efforts.</li></ul> <p><b><u>Clients exhibiting symptoms</u></b></p> <ul style="list-style-type: none"><li>● Staff will notify Director/Assistant Director/VP of programs immediately if displaying symptoms.</li><li>● Daily temperature check and documentation before program.</li><li>● Director/Assistant Director will call parents immediately for pick-up.</li><li>● Client must stay outside building/in secluded area with staff until parent picks-up.</li></ul>	
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		<ul style="list-style-type: none"><li>• A child may not return to camp/program until fever free for 72 hours (follow illness policy).</li><li>• If tested positive for COVID19, client must remain at home and cannot return until cleared by physician.</li><li>• Director/Assistant Director will send out COVID19 letter to corresponding group confirming positive COVID19 case.</li><li>• Follow protocols listed by CDC for sanitizing/disinfecting facilities and common spaces</li><li>• Routinely check temps of all clients and staff.</li></ul>	

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Camp	Follow the most current CDC recommendations while conducting services	<p>Before/while attending camps, staff, parents, visitors and individuals should:</p> <ul style="list-style-type: none"><li>- Staff, parents, and individuals are required to wear masks at all times unless outside and 6 ft. apart. Staff must wear masks at all times during the provision of services.</li><li>-Be prescreened for covid-19 (Temperature check and signed verification that they are symptom free) at time of arrival to programming.</li><li>-No known exposures for 14 days</li><li>-No sick family members for 14 days</li><li>-No travel outside the state for 14 days</li><li>-Adhere strictly local health dept. guidelines for 14 days.</li></ul> <p>During Camp:</p> <ul style="list-style-type: none"><li>-Routine mandatory hand washing</li><li>-Practice social distancing</li><li>-Keep calm, reassuring and open dialogue</li></ul> <p>Cabins at camp:</p> <ul style="list-style-type: none"><li>-Do not rotate staff between cabins</li><li>-Hand sanitizer at cabin entrance</li><li>-No outside visitors</li><li>-Campers belongings placed in individual cubbies</li></ul>	
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		<ul style="list-style-type: none"> <li>-Beds 6 feet apart</li> <li>-Open windows and turn on fans for ventilation.</li> <li>Dining:</li> <li>-Assigned seating (eat outside if possible)</li> <li>-Maintain 6 feet distance between campers</li> <li>-Avoid buffet style eating (use grab and go)</li> <li>-Do not use condiment or beverage dispensers</li> </ul>	
Supplies	Staying current with ordering precautionary supplies.	<ul style="list-style-type: none"> <li>- Continue to stay on top of supplies (PPE, gloves, sanitary wipes, hand sanitizer)</li> <li>- Keep a stock of supplies projected to last <u>at least</u> two weeks at all times.</li> </ul>	<ul style="list-style-type: none"> <li>- Director/Assistant Director</li> </ul>
Meetings/ Visitors	Restrict unnecessary visitors. Only staff, nurses, TSS, and families dropping off client are permitted into the building.	<ul style="list-style-type: none"> <li>- No unnecessary visitors into the building.</li> <li>- Meetings will continue to be conducted over the phone or zoom until re-open.</li> </ul>	<ul style="list-style-type: none"> <li>- Director/Assistant Director</li> </ul>



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TOPIC	DISCUSSION	ACTION	PERSON RESPONSIBLE
Hiring/ Orientation	Continue to hire for open positions while following protocols for COVID19	<ul style="list-style-type: none"><li>- Continue to work with HR on open positions (camp staff, community-based staff)</li><li>- Conduct Interviews over the phone/zoom.</li><li>- Complete orientation via zoom or over the phone.</li><li>- Covid 19 requirements will be reviewed during orientation process, and during training prior to camp beginning.</li></ul>	<ul style="list-style-type: none"><li>- Director/Assistant Director/HR Coordinator</li></ul>
Cleaning / Sanitizing	Follow CDC guidelines for sanitizing spaces within program facilities.	<ul style="list-style-type: none"><li>- Entrance door will be kept open so individuals dropping of do not have to touch door.<ul style="list-style-type: none"><li>- Shared spaces will be sprayed/wiped down after every use.</li></ul></li><li>- Refer to the CDC sanitizing chart &amp; DHS mandatory sanitizing protocol.</li></ul>	