

*Our Staff are currently developing
our cleaning & disinfecting
procedures for our Program -
this is a work in progress...*



Camp Hazen YMCA

Program Policies & Procedures
in response to COVID-19

Summer 2020

The following cleaning and disinfecting procedures apply in the event that a program area or equipment is used more frequently than 72 hours.

Creative Arts

Entering Creative Arts

- Campers use hand sanitizer and/or hand washing station outside arts and crafts area
- No more than 10 campers allowed in the main creative arts room or the woodburning room.
- Staff will distribute all supplies and equipment, everytime..
- More like in classrooms where raising hands and ask for what they need from counselors- to minimize the number of things campers touch and potentially contaminate.
- Every time a camper is finished using a tool or art supply - staff must wipe it down with sanitizing wipes before storing it properly OR put supplies in a clearly marked USED bin to be washed and sanitized at the end of the day.

Creative Arts Director/ Specialist:

- Organize activities AHEAD OF TIME to be SINGLE CAMPER or PER GROUP craft ready and prepped
 - EX: Gallon zip lock bag per camper/per group with all materials in it for the given activity.
 - Every time a camper is finished using a tool or art supply - staff must wipe it down with sanitizing wipes before storing it properly OR put supplies in a clearly marked USED bin to be washed and sanitized at the end of the day.
 - Wear a mask anytime they are in the building with another person, use gloves when appropriate
- **End of each Activity Period**
 - Wiped down area with wipes or disinfectant sprayed
 - Tools/equipment used that period
 - Table tops and Chairs
 - Door handles - prop door and windows open as much as possible during the day
 - Picnic Tables - sprayed with disinfectant solution
 - **End of each DAY/ Week**
 - Wipe down with Clorox wipes or disinfectant spray: Chairs, Tools/equipment, Table tops, Door handles, Floors - mopped

Melty Beads/ Decorative beads

Each Session: Soak touched beads in disinfectant and then rinsed.

Daily: Soak touched beads in disinfectant and then rinsed.

After each use: If touched then they need to be put in a "touched" bucket to be disinfected.

Clay

After each use: If touched but not used in project it needs to be thrown away
Clay tools need to be wiped down or sprayed with disinfectant

Wood Burners

After each use: Handles need to be wiped or sprayed down with disinfectant. Be careful not to touch the hot tip. If needed let wood burners cool down first.

Costumes

Each Session: Once the play has ended all costumes must be washed in laundry

After each use: Costumes must be bagged and not touched by anyone beside the camper wearing the costume. Props need to be wiped down or sprayed

Land Sports

- Entering a sports shed or starting a new sport activity in the fields
- Campers use hand sanitizer or the closest handwashing station.
- No more than 10 campers are allowed to play a sport or be in the same field space at a time.
- Staff will distribute all supplies and equipment, everytime..
- More like in a classroom where raising hands and asking for what they need from sport sheds to minimize the number of things campers touch and potentially contaminate.
- Every time a camper is finished using any sports equipment –staff must wipe it down with sanitizing wipes before storing it properly OR store equipment in clearly marked USED buckets to be cleaned and sanitized at the end of day.

Sports Director/Specialist

- Organize sports equipment ahead of time so that there are less people entering the sports shed.
- Every time a camper or group uses sports equipment it must be sanitized before a new group can use it.
- Wear a mask when addressing a group of campers, and any other time a 6ft space can not be maintained, gloves when appropriate.

End of each Activity Period

- Walk around often to sanitize sports equipment around camp.
- Picnic Tables- Spray with disinfectant solution
- End of DAY/Week
- Wipe down sports equipment with sanitizing wipes or spray
- Wash skate pads, archery armguards, and pinnies in laundry as often as needed to maintain clean equipment for every day use.
- Wipe down any picnic benches, tools, equipment, and LS Shed door handles

Skate Park

- Each Session: Wash pads in laundry
- Daily: Equipment needs to be wiped down or sprayed with disinfectant.

- Pads: If campers are in a 5 day class they will pick the pads they are using for the whole week and store them in a bag to use everyday. At the end of the week they will be washed in laundry.
- If campers are only using the skatepark for one activity period they will put their pads in a clearly marked USED bucket that will be washed in the laundry as much as needed to maintain enough clean pads.
- Buckets will be cleaned and disinfected after used pads have been emptied out of it.
- After each use:
- Skateboards will be sprayed with disinfectant after every use.
- Helmets will be sprayed with disinfectant after every use.

Archery

- Each camper will use the bow assigned to them for the whole class period; no sharing. If there is not enough bows then the counselor must wipe down the bow handles between each use.
- Each camper should only use and pick up the arrows that they are assigned for that lesson.
- Each Session: Equipment needs to be wiped down or sprayed with disinfectant.
- Daily: Arm guards will be washed in laundry as much as needed to maintain enough clean ones to run an archery class.
- Buckets will be cleaned and disinfected after used arm guards have been emptied out of it.
- After each use:
- Bows: Need to be wiped down or sprayed with disinfectant
- Arrows: Need to be wiped down or sprayed with disinfectant
- Arm Guards: Cloth ones should be put in a "used" bucket to be laundered. Harder ones can be sprayed or wiped down with disinfectant.

Outdoor Pursuits

Beginning an Outdoor Pursuits Class:

- Before arriving, campers and staff will either wash hands at a handwashing station or use hand sanitizer.
- If the group needs equipment from the Outdoor Pursuits shed, the group will arrive at the shed and wait for the counselor to pick up the supplies set out by the OP Director / Specialist.
- The staff will carry equipment to the group's destination or hand out individual camper equipment to each camper prior to leaving the Outdoor Pursuits shed in order to minimize the amount of people touching equipment between cleanings.
- Upon arriving at the destination, the counselor will inform their group as to what they can use or touch throughout the lesson.

Outdoor Pursuits Director / Specialist

- Organize equipment ahead of time and prepare kits for staff to take out into the woods with them as to prevent excess staff from entering the Outdoor Pursuits shed.
- When staff return equipment to the shed, clearing mark what has been sanitized. Return materials back to correct spots after sanitizing and prep other groups' equipment.
- Wear a mask when addressing campers and any time a 6ft distance cannot be maintained. Wear gloves when appropriate.

- Outdoor Pursuits Director / Specialist will focus on program supplies of Outdoor Pursuits (i.e. Outdoor Cooking, Outdoor Survival, Fire Building, Fishing) and will communicate with Adventure director about cleaning schedule of climbing equipment.

End of each Activity Period

- Used equipment is returned to the OP shed and placed in the clearly marked location for equipment that needs to be sanitized. The OP Director / Specialist will disinfect the equipment and return it to the appropriate location.
- If the group used a picnic table or fishing dock, the counselor will spray the area with disinfectant prior to leaving.
- If the counselor is unable to disinfect their area prior to leaving, they are to contact the OP Director / Specialist and they will complete the task.

End of Each Day / Week

- Wipe down all table and shelf surfaced in the OP Shed
- Ensure that all equipment has been disinfected before returning it to the shed
- Disinfect handles and tools used throughout the day / week.

Outdoor Cooking Pans / Utensils

- Only staff are allowed to touch the pans, utensils, and food while wearing gloves and a mask.
- Campers will assist in gathering firewood and monitoring the food while in the fire.
- The used pans and utensils will be delivered to the OP Director / Specialist who will then bring the equipment to the kitchen for washing in the main dish washer.

Fishing

- Campers stand 6ft apart while they are fishing
- Staff wear masks while assisting campers with pole, fish, bait, etc.
- If campers need help, they ask the counselor rather than another camper.

Quest

Beginning a Quest Class

- Before arriving, campers and staff will either wash hands at a handwashing station or use hand sanitizer.
- If the group needs equipment from the Quest shed, the group will arrive at the shed and wait for the counselor to pick up the supplies set out by the Quest Director / Specialist.
- The staff will carry equipment to the group's destination or hand out individual camper equipment to each camper prior to leaving the Quest shed in order to minimize the amount of people touching equipment between cleanings.
- Upon arriving at the destination, the counselor will inform their group as to what they can use or touch throughout the lesson.
- Before their specific time allotted for Quest, counselors will request materials from the shed so that the Quest Director / Specialist can set out pre-arranged supplies for each group.

Quest Director / Specialist

- Organize equipment ahead of time and prepare kits for staff to take out into the woods or to the central field with them as to prevent excess staff from entering the Quest shed.
- When staff return equipment to the shed, the director/specialist will clearly mark what has been sanitized. Return materials back to correct spots after sanitizing and prep other groups' equipment.
- Wear a mask when addressing campers and any time a 6ft distance cannot be maintained. Wear gloves when appropriate.
- Quest Director / Specialist will focus on program supplies of Quest (i.e. Team Building supplies, Low Ropes Course, Hammocks, S.T.E.A.M) and will communicate with Adventure director about the cleaning schedule of climbing equipment.

End of each Activity Period

- Used equipment is returned to the Quest shed and placed in the clearly marked location for equipment that needs to be sanitized. If time allowsThe Quest Director / Specialist will disinfect the equipment and return it to the appropriate location in the shed.
- If the group used a picnic table or Low Ropes element, the counselor will spray the area with disinfectant prior to leaving.
 - If the counselor is unable to disinfect their area prior to leaving, they are to contact the Quest Director / Specialist and they will complete the task.

Low Ropes

- Any low ropes element that requires campers to stand within 6ft of each other for an extended period of time, or lift each other, will not be in operation during Summer 2020.
- Counselors will spray the low ropes elements with disinfectant prior to leaving the element. If they are unable to complete the task, then they will contact the Quest Director / Specialist to disinfect the part of the course they used.

Team Building Equipment

- Equipment will be organized by the Quest Director / Specialist and labeled for specific groups. When the equipment is done being used, counselors will leave the equipment in a designated location where the Quest Director / Specialist will sanitize it.

Hammocks

- Hammocks must be washed in warm, soapy water the hung to dry following a single use by the group

Climbing and High Ropes Courses

Entering a Climbing / High Ropes Course:

- Prior to arriving at the climbing element, groups will wash hands at the nearest hand washing station.
- One group of 10 will be scheduled at a particular climbing element during any specific activity period.
- Staff will distribute helmets, harnesses, or goggles to the group. Goggles and helmets will be sprayed with disinfectant between uses while harnesses are washed at the end of the day.

- Just before using equipment or being tied into their rope, campers are to use hand sanitizer.
- Equipment will be used by people within the same group of 10; however, it will be deep cleaned before it is used by another group.
- We will be using tubular webbing that is about three feet long in order to cover the rope directly in front of campers as they are climbing. Campers are to be instructed to minimize the touching of the webbing.
- Staff sanitize before helping each camper and wear masks while interacting closely with campers.

Adventure Director / Ropes Specialist (Rover)

- Organize equipment prior to the groups arrival
- Deliver safety brief for each group that details the rules of climbing as well as the added safety precautions for sanitation.
- Hand each piece of equipment out to campers as to minimize who is touching each particular equipment piece.
- Wipe down or spray equipment before storing it in designated sheds.
- Set aside used harness to be cleaned at the end of the day.
- Wear mask while campers are present.

End of each Activity Period

- Set aside equipment that was used by the group that just left.
- Wipe or spray hardware used (Gri-Gris, carabiners, helmets, goggles) and set aside until dry.
- Place harnesses in location designated for those that must be washed that day.
- Take down ropes that have been used during the previous period.
- Spray or wipe down removable climbing pegs with disinfectant.

End of each Day / Week

- Wash all used harnesses and tubular webbing at the end of each day and hang to dry.
- Deep clean ropes used at the end of the two-week session.
- Wash, wipe or disinfect any equipment that is used by campers or staff before returning it to the storage sheds.

Alpine Tower

- As there are four routes on the Alpine Tower, if a route is used by a group, it will then be closed for a minimum of 72 hours.
- Removable pegs, access prevention devices, belay benches, and harness racks will be disinfected after each group.

Giant Swing

- All surfaces that are touched by campers will be disinfected between swingers and groups. This includes the tethers that attach to campers, the baby ropes, and the haul line used to pull campers into the air.
 - Because the haul line is not a life line, it may be sprayed with disinfectant.
- Goggles will be sprayed with disinfectant after each use, and left for ten minutes. Groups will make use of numerous goggles.

- After each group, the ladder will be disinfected.

Climbing Wall

- As there are six routes on the climbing wall, if a route is used by a group, it will then be closed for a minimum of 72 hours.
- Removable pegs, belay benches, and harness racks will be disinfected after each group.

Real Rock Cliff

- Because there are only two routes on the Real Rock element, one group will be allowed to use it while in operation. Then, the element will be closed for a minimum of 72 hours.

High Ropes / Zipline

- High ropes elements and the Zipline are standalone elements and have one rope designated to them. Therefore, after a group uses the element, it will not be used for 72 hours.
- Harnesses and tubular webbing will be brought down from high ropes to wash after use. Hardware will be wiped or sprayed with disinfectant. Ladders will be sprayed or wiped with disinfectant after use.

Water Sports

During this level of programming, our lifeguard ratio will increase to 25 swimmers to 1 lifeguard.

Entering the waterfront:

- Campers use hand sanitizer and/or hand washing station.
- No more than 10 campers allowed in a designated swimming area at a time.
- Groups can change in their assigned cabin. If they need to change in the changing rooms at the waterfront, a counselor must be ready to disinfect the stalls after the group is done.
- Staff will distribute all supplies and equipment, everytime.
- More like in classrooms where raising hands and ask for what they need from counselors- to minimize the number of things campers touch and potentially contaminate.
- Every time a camper is finished using a lifejacket, boat, paddle, beach toy, or float - staff must wipe it down with sanitizing wipes before storing it properly OR if able put equipment in a clearly marked "USED" area to be wipe and sanitized later in the day.

Water Sports Director/ Specialist:

- Organize activities AHEAD OF TIME to be SINGLE CAMPER or PER GROUP ready and prepped
- EX: Be ready to hand out lifejackets- don't let the campers go in the shed.
- Every time a camper is finished using a lifejacket, boat, paddle, beach toy, or float - staff must wipe it down with sanitizing wipes before storing it properly..
- Wear masks entire time campers are present, gloves when able

End of each Activity Period

- Wiped down area with wipes or disinfectant sprayed
- Tools/equipment used that period

- Table tops and Chairs
- Door handles - prop door and windows open as much as possible during the day
- Picnic Tables - sprayed with disinfectant solution
 - End of each DAY/ Week
- Wipe down with Clorox wipes or disinfectant spray: Chairs, Tools/equipment, Table tops, Door handles.