

The Caedmon Discovery Camp

Safety Plan 2021

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The Caedmon School
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INTRODUCTION

The Caedmon Discovery Camp is located on the Upper East Side of Manhattan. Our maximum number of campers is 120 per day. Our camp is divided into 5 groups, Staten Island Frogs (age 2.8-3), Brooklyn Beavers (age 4), Manhattan Monkeys (age 5), Bronx Bees (age 6-7), and Queens Penguins (age 8-12)

Opening Summer Camp

The following are the protocols and procedures for opening summer camp school operations including campers, counselors, and staff returning to in-person instruction:

Capacity

The Caedmon School facility consists of 33,000 square feet of indoor space. The building has been evaluated to determine the amount of classroom and office capacity and the number of persons that can be accommodated based on 6 feet of distance. At the time of this report, our camp/school is ready for 170 campers and 58 staff members. Appropriate distancing will be enforced, as appropriate to age groups, and sufficient PPE will be required and available.

Social or Physical Distancing

We have developed protocols and procedures for campers, counselors, and staff to ensure appropriate distancing throughout our school facilities. To the extent possible, all individuals of appropriate age will observe appropriate distancing of 6 feet of space in all directions between individuals. Signs are installed throughout the school reminding individuals of distancing requirements, and hallways are marked appropriately to indicate one-way directionality. The Caedmon School has two stairwells, one which has been marked the UP stairwell, and the other as the DOWN stairwell. We also have two separate entrances, a main entrance and a back-courtyard entrance, and are working on a schedule to both designate entrances by groups, and to stagger arrival and dismissal times for campers, counselors and staff.

Camp will use the biggest classroom to allow for social distance games and activities during our summer camp.

There will be restricted access to communal spaces within the schoolhouse. Only authorized personnel will have access to the facility during operating hours.

PPE and Face Coverings Students

Campers in all groups will be required to wear a face mask throughout the day that appropriately covers the nose and the mouth. It is strongly encouraged that campers in our youngest group Staten Island Frogs (2.8 years old) wear them as well. Campers will be allowed to remove their face masks for short breaks during the day, such as snack time and lunch time. We also have designated areas with shields where campers can take other short mask breaks throughout the day.

Any camper who does not arrive at school with an appropriate face covering will be provided with a disposable paper face covering to wear for the day.

Counselors, Staff and Other Individuals

Caedmon Counselors, Staff, and other individuals are required to wear an appropriate face covering at all times while in the school building. The camp will provide disposable paper face masks and will also have them available on request.

Face coverings may be removed:

- During mealtimes
- When an individual is the sole occupant of an office or space that is not accessible by other individuals.
- When taking a break in the designated space

Pods

Campers are assigned to “pods”, depending on age/group, in order to reduce class size and limit interaction with other campers. All groups will be on different floors and will not intermingle or interact with campers from other pods. Pods will not change during summer camp, although if additional children enroll, they will be added to an existing Pod.

There are 5 Pods at the Caedmon Discovery camp: Frogs (2.8 to 3 years old), Beavers (4 years old), Monkeys (5-year-old), Bees (6-7 years old), and Penguins (8-12 years old). A pod consists of up to 12 campers and a minimum of 2 adults. Group size may vary slightly depending on enrollment and/or the dimensions of the classroom where the campers’ pod will start each camp day.

- ❖ Staten Island Frogs maximum number of campers in one classroom 12 and at least 2 teachers.
 - Supervision Ratio: 1:6
- ❖ Brooklyn Beavers maximum number of campers in one classroom 12 and at least 2 teachers
 - Supervision Ratio: 1:6

- ❖ Manhattan Monkeys maximum number of campers in one classroom 12 and at least 2 teachers
 - Supervision Ratio: 1:6
- ❖ Bronx Bees maximum number of campers in one classroom 14 and at least 2 teachers
 - Supervision Ratio: 1:9
- ❖ Manhattan Penguins maximum number of campers in one classroom 14 and at least 2 teachers
 - Supervision Ratio: 1:12

Specials activities (music, art, science, movement, sports, tennis, etc., will be done in person in each Pod, either by Head Counselor or/if “allowed” specialist teacher (subject to change by DOH and CDC rules and guidance)

Special Events and Outside Vendors

Events provided by outside vendors may be either live streamed from an outside location or live, in an appropriate space, at the Caedmon Discovery Camp site. Any outside vendors who are hired to provide programming for the campers on-site will be required to have a COVID negative test administered within 72 hours prior to working at Caedmon. Vendors will be required to wear masks and adhere to social distancing requirements as stipulated in this plan.

To further minimize exposure to various groups, Specialist Events may be done virtually, streaming into the classrooms and displayed on smart boards or individual devices. (Subject to change)

Visitors

Visitor access to the building will be extremely limited, and visits from essential vendors will be minimized to the greatest extent possible. All outside individuals who need to enter the building will be subject to the same health screening as required of campers and staff and will have their temperature taken prior to entrance. Face masks and distancing will be required for the duration of the visit.

Outside Vendors

Anyone coming into the building to do a show or perform for campers will be required to show us a proof of a negative COVID test. It can be either a rapid or PCR test done within 72 hours prior to the performance.

Field Trips

1. Only our oldest two groups (Pinguinus and Bees) will go on trips.
2. Most of the trips will be outdoor trips adhering to the required social distancing measures:
 - a. Example
 - i. Hiking
 - ii. Zoo
 - iii. Parks
 - iv. Go Karts
 - v. Golf
3. Indoor Trips will be determined at a later time and will adhere to all the CDC and DoH requirements.
4. Face Covering and social distance will be maintained at all times
5. Campers and staff will be required to wash hands before leaving the facility and upon returning to Caedmon
6. When off site, hand washing will happen upon leaving the facility and prior to the consumption of any food. If soap and water are not available, alcohol-based hand sanitizer will be provided.
7. Any trip requiring transportation, campers will be bussed by a privately operated transportation company. The director will work closely with the bus company to insure proper COVID protocols are followed, as required by the DoH and CDC. Campers will not use public transportation. For more details see "Transportation" section.

Community Events

In-person community events have been suspended. (Subject to change)

Swimming

1. We will use physiqueswimming.com for our swimming camp program.
2. Our group will be the only group in the pool when swimming
3. Mask or appropriate face coverings over the mouth and nose are required before and after the class (changing areas and on the pool deck). Masks are not required in the water during the class.
4. If needed, a single use mask will be provided by a swimming staff member.

All Meetings

All staff gatherings/meetings will take place over ZOOM.

Building

The majority of classrooms and offices at The Caedmon Camp use single-room air conditioners and have access to fresh air/open windows. The main Lobby has a central air conditioning unit and has been upgraded to use MERV-13 filters. Each classroom, hallway, lunchroom and lobby are equipped with industrial grade air purification units that use a combination of air filters and UVC light activated hydroxyl blasters. The result is ultra clean air.

Hygiene, Cleaning & Disinfection

The Caedmon Discovery Camp will adhere to and promote hygiene, cleaning, and disinfection protocols as set forth by the New York State Department of Health (NYSDOH) and the Centers for Disease Control and Prevention (CDC). Our school nurses will provide instruction on when and how to wash hands, as well as proper respiratory hygiene and cough etiquette.

Campers, counselors and staff will wash their hands at the start and end of the camp day, each time prior to entering their classroom, before and after eating, after toileting, and frequently throughout the camp day. Signages are posted throughout the school to enforce proper hand washing protocols. Disinfectant wipes and hand sanitizer stations will be available in every room/office, and hand sanitizing dispensers have been placed throughout the school.

Routine Cleaning

Routine cleaning is the general practice for The Caedmon School in order to maintain a safe and healthy environment. In addition to the nightly disinfection of the entire school, high touch surfaces and restrooms will be disinfected by our maintenance staff regularly throughout the day, and counselors will regularly wipe down high touch areas of the classroom with disinfectant wipes. Any space that will need to be used by multiple children will be fully disinfected between use, including our outdoor courtyard, which will be disinfected after each change of Pods using Clorox 360 electrostatic sprayer or equivalent.

Extended Day

In order to keep pods separated, the Discovery Camp will not offer an extended day program for the 2021 summer. We are, however, extending the camp day by a half hour on Mondays through Thursdays to 4:00 P.M.

Transportation:

Caedmon Camp will use the private bus company "Mario." Below are the policies and procedures to keep campers safe:

1. We will be taking temperatures prior to boarding the bus.
2. Every camper on the bus and the driver will be required to wear a mask at all times.
3. Seat belts will be worn at all times by all campers.

4. There will be 1 passenger per seat only, however, siblings will be allowed to sit together. (reduced capacity-limited seating)
5. Buses will be wiped down after everyone dismounts the bus (i.e. seat belts, seats, seatbacks, windows, walls, handrails and floors with a disinfectant).
6. Windows and roof hatches will remain open weather permitting to circulate fresh air.
7. No food or drink will be allowed.
8. Buses will be equipped with a hand sanitizer.
9. Transportation staff will be trained and provided periodic refreshers on the proper use of personal protective equipment and the signs and symptoms of COVID19.
10. Bus drivers who for any reason will have direct physical contact with a child will wear gloves.
11. Employees will frequently and thoroughly wash hands. If soap and running water are not immediately available, alcohol-based, hand rubs containing at least 60% alcohol will be provided.
12. Employees must stay home if they suspect they are sick or feel unwell.
13. Tissues and trash receptacles will be provided throughout the facility.

Lunch and Snacks:

Each Camper will be required to bring his or her own lunch and beverage daily. Please try to provide a lunchbox that has a cooler in the lunchbox. Campers will be allowed to remove masks for meals, but distancing will be maintained as campers will eat at their desks with the plastic shield separating them.

Communication

The Caedmon School will regularly inform stakeholders and community members (including administrators, faculty, staff, students, parents/guardians, the NYC Department of Health, the NY State Department of Health, and the NY State Department of Education) of decisions about health and safety and operations of the camp.

The following means of communication will be in place:

- Summer Camp Safety and Procedures Plan section of our website has been created, where related and important information and resources can be found
- Email - to communicate general and regular non-urgent messages to the community
- SMS Text Messages and/or voicemail to relay any urgent messages to the community

MONITORING

Protocols and procedures to track health conditions at camp

Screening Counselors and Staff

Daily, prior to departure from home, all employees will self-screen for COVID-19 Symptoms via the Ruvna Health App and answer the screening questions developed in accordance with associated CDC Recommendations regarding COVID-19 symptoms. These screening questions may change from time to time as the CDC modifies their guidance. Information collected during this process is confidential and will only be shared (if necessary) with the Head of School, the Co-Health Directors (viz. School Nurses) and the Director of Finance (Designated HR Representative). Counselors and Staff will be subject to additional screening upon entry including temperature checks conducted by a trained employee or the school nurse.

Visitors will be permitted to enter the school only when absolutely necessary. All visitors will be screened, and temperature checked upon entry. ***Advanced notification is critical to helping the visitor understand the procedures for entry so that they can pre-screen themselves prior to arrival and bring any necessary documentation.***

Parents & Students

On a daily basis prior to departure from home, all families will self-screen each of their children via the Ruvna Health App and answer the screening questions developed in accordance with associated CDC recommendations regarding COVID-19 symptoms. These screening questions may change from time to time as the CDC modifies their guidance. Information collected during this process is confidential and will only be shared (if necessary) with the Head of School, the Co-Health Directors (viz. School Nurses) and Camp Directors and the Director of Finance (Designated HR Representative).

Students will be subject to additional screening and temperature checks upon entry conducted by a trained employee or the school nurse.

Testing Protocols

Individuals will be encouraged to consult with their primary healthcare provider for referral for diagnostic testing for COVID-19. Individuals without a primary healthcare provider can consult the NYC COVID-19 Testing Information Site for testing information and locations. All individuals are encouraged to get tested for COVID-19 if symptomatic or exposed to a known or presumed case of COVID-19. Individuals who have come into close contact with someone who is suspected or confirmed to have COVID-19 are required to quarantine for 14 days from the date of last contact with suspected or confirmed infected individuals. In addition, those who have travelled internationally or to a state listed in the New York State Travel Advisory are also required to quarantine for 14 days from the date of last international travel or travel within such designated state prior to returning to school in-person.

Testing Responsibility

All campers ages 5 and above will be required to submit a negative PCR test (administered within 72 hours) prior to their first day of camp. Independent testing will then be required every two weeks thereafter for the duration of their time in camp.

Staff will be required to have a COVID negative test within 72 hours prior to the start of the work week.

Early Warning Signs

Camp will continue an in-person program for so long as permitted by applicable guidelines and taking into consideration the 7-day infection rate for New York City.

CONTAINMENT School Health Office

The school's health office includes a consultation space as well as a separate isolation space. The isolation space will be used to separate students, counselors, or staff who develop COVID-19 symptoms during the school day until they can go home or be picked up by a designated contact. The isolation space allows for visual supervision of symptomatic students by a staff member who is physically distanced.

Isolation

Individuals who screen positive on arrival or become symptomatic at school will immediately be escorted to the nurse's office and placed in the isolation space. The school nurse will have appropriate PPE for her use in caring for any individuals.

Collection of Symptomatic Students

The school nurse will reach out to the parents and emergency contacts of students who develop symptoms of COVID-19 during the school day. The Caedmon School requires all students to have 3 emergency contacts who may be available to pick up a child who has become sick at school. It is imperative that sick students be picked up within 1 hour of the call home.

Positive Screening Protocols

As described, Caedmon campers will undergo screening at home each morning prior to coming to school. The Caedmon School requires families to **immediately** disclose if and when their responses to screening questions changes, such as if they begin to experience symptoms, including during or outside of school hours.

Individuals who are COVID-19-exposed at the school will be immediately sent home with instructions to contact their health care provider for assessment and testing.

If an individual develops symptoms of COVID-19 during the school day, they will immediately be separated from others and brought to the school nurse until they can go home or their parent, guardian, or emergency contact can pick them up from school. An assessment will be conducted in consultation with the school nurse and the Department of Health to determine a course of action for those who were in close contact with the individual who screened positive.

Return to Work/Camp After A Positive COVID-19 Test or Screen

Prior to an individual being allowed to return to work or camp they must meet the criteria listed below per the specifics of the individual's situation. Discharge from isolation or quarantine will be managed in accordance with the latest guidelines from the NYC Department of Health.

For Individuals Who Display Symptoms of an Infectious Illness

Individuals can return to work or camp AFTER:

- At least 24 hours with no fever (without the use of fever-reducing medication) **and**
- Symptoms are resolved **and**
- Can provide a note from their healthcare provider indicating that the symptoms do NOT indicate an actual COVID infection, even without COVID testing

For Individuals Determined to be a Close or Proximate Contact with A Person Who Tested Positive for COVID-19

The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.

Individuals can return to work or camp AFTER:

- 14 days since last contact with infected person **and**
- Symptom-free and with no fever (without the use of fever-reducing medication) for 24 hours

For Individuals Who Tested Positive for COVID-19 or are Diagnosed with COVID-19 Based on Symptoms

Individuals can return to work or camp AFTER:

- At least 10 days of isolation since the first positive test results **or**
- At least 10 days since symptom onset **and**
- At least 3 days since symptoms have improved **and** fever-free without fever-reducing medications

For situations that do not meet the above guidelines (or applicable guidelines), documentation from a health care provider will be required for return to work or school.

Employees will provide documentation required for return to work to the Director of Finance as the designated human resources representative.

Students and families will provide documentation required for return to school to the school nurse.

Hygiene, Cleaning & Disinfection

When it is discovered that a person has been sick with COVID-like symptoms, or is diagnosed with COVID-19 and they have been in the facilities for more than 10 minutes, the following procedures will be used:

- Close off areas used by the person who is sick until the area has been thoroughly disinfected by our stated protocols
 - It is not necessary to close operations, if the affected areas can be closed off
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls
- Vacuum the space if needed. Vacuums will be equipped with high-efficiency particulate air (HEPA) filter, if available
 - Rooms will be vacuumed when the room or space is empty, such as at night, for common spaces, or during the day for private rooms
 - Room fans and the central HVAC system that services the room or space will be temporarily turned off, so that particles that escape from vacuuming will not circulate throughout the facility

Once an area has been appropriately disinfected, the area will be opened for use

Students or employees without close contact with the person who is sick will be able to return to the space immediately after disinfection

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary and we will continue routine cleaning and disinfection.

Contact Tracing:

Communication

See communication procedures listed above. In addition:

- Counselors and Staff will be required to report any positive COVID-19 cases or COVID-19 exposure in their immediate household to their supervisor and to the Director of Finance as the designated human resources representative.
- Families will be required to report any positive COVID-19 cases or COVID-19 exposure in their immediate household to the school nurse.

CLOSURE

Contingency plans, protocols, and procedures for decreasing the scale of in-person program, and/or closing the school

Closure Triggers

Multiple classrooms with positive cases, potentially positive cases, a rise in the 7-day average infection rate in New York City or a state-mandated order may warrant reducing in-person instruction or the closure of the camp. These decisions will be made in close consultation with the NYC Department of Health and the NYS Department of Health.

Operational Activity

In the case of camp closure please see our Refund policy in **Family and Camper Handbook 2021**. All decisions will be made based on the health and safety of The Caedmon School community and with guidance from the NYC Department of Health and the NYS Department of Health.

If a person within The Caedmon School Camp tests positive, we will call the DOH to report. Following instruction from the DOH, we will work to determine who the person was in contact with while at camp. Caedmon nurses, or other trained administrators, will then contact those individuals within the school and will send them a letter provided by the DOH. Those individuals will be instructed to remain home for 14 days. The DOH will handle contact tracing of those outside of The Caedmon Camp (i.e. family members, etc.).

Communication

See communication procedures listed above.

CONCLUSION

The Caedmon Camp will continue to work on policies and procedures necessary to protect the health and safety of all of our community members. We anticipate that the further release of guidelines from both New York City and State will result in further updates to this report and we will file an updated plan at that time.