



YMCA Camp Piomingo

2020 Policies & Procedures

Unplug to Connect



Family Camp

Policies & Procedures



**FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CHECK-IN & CHECK-OUT

****Staff wear masks and gloves when communicating with families in cars****

When arriving onsite please follow the staff and/or signage to the main parking lot by the Administration Office. Cones will be used to clearly mark parking lanes for cars to line up to prepare for temperature checks / contactless check in with the camp staff.

Check-In (Friday evening between 5:00pm – 7:00pm)

- a. Cars will pull up to the designated check-in spot and roll down window.
- b. While in the car, each family member will be checked and if the temp is under 100.4, the family can be signed in and given the necessary information to move into their cabin.
- c. If any member of the family's temperature is over 100.4, the family will remain in the car and will be allowed to be checked in the following morning (24 hours later) or re-register for another weekend.

Check-Out (Sunday afternoon between 12:00pm-2:00pm)

- Upon departure, families will return to their unit with their vehicle to load up. Once family is packed and ready to leave they will remain in vehicle.
- Staff member will check family out on their roster.
 - Staff will begin to clean cabins as families check out.



**FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Sample Schedule

Friday

5:00pm-7:00pm Check In/Move In
7:30pm Camp Orientation
8:00pm Opening Camp Fire (Physical Distance Style!) – Snacks provided
10:30pm Quiet Time/Lights Out

Saturday

8:00-9:00am Breakfast at Dining Hall
9:15-10:45 Family Activities
10:50-11:50 Family Activities
12:00-1:00pm Lunch at Dining Hall (with Picnic Table Cheer Time!)
1:00-2:00 Rest Hour / Game Time (Bring Your Own), Off-Site/Otter Creek Hikes
2:00-3:00 Family Activities
3:00-4:00 Family Activities

4:00-5:00 Family Activities
5:00-6:00 Family Time around camp
6:00-7:00 Dinner at Dining Hall (with Picnic Table Cheer Time!)
7:30-8:30 Evening Program
Unit S'mores
Sunset Trek and Story Telling at VB
10:00 Quiet Time/Lights Out

Sunday

8:00-9:00am Breakfast at Dining Hall
9:15-10:45 Family Activities
10:50-11:50 Family Activities
12:00-1:00pm Lunch at Dining Hall (with Picnic Table Cheer Time)
2:00 Check Out!



Cabin and Bathroom Usage

The intention is to create the camp community while families allow for proper physical distancing practices to be implemented. Families will be living in their assigned cabins within a camp unit. Camp has 4 units, which each hold up to 8 cabins. Cabins are properly spaced out, however, please be mindful to wear a mask if families are moving throughout the unit together. Bathrooms are centrally located and will be open for public use, however, shower times will be scheduled for each family to guarantee proper sanitation between usages. Clear signage will be used when families are in the bathrooms during their scheduled shower times and other bathrooms will be available for public use. Centralized lodges will not be available during Family Camps.

Facility Changes

- a. We updated the ceiling fans to circulate air inside the cabin. Please be sure to open all windows if they are not opened upon arrival.
- b. Families will be asked to sanitize their hands before they touch the door knob entering the cabin.
- c. We will lower the capacity of families in the units to the maximum physical distance spacing.

Check-In

- a. Only family members of registered families will be allowed into assigned cabins. Other families, camp staff, and other outside people will not be permitted into cabins in order to limit exposure.

Physical Distancing Precautions/Procedures/Provisions:

- a. Each mattress will be sanitized prior to family arrival. Families will have sanitizer spray in their cabins to continue to use during remainder of stay.
- b. Families will be encouraged to arrange so that the heads of family members on the top bunks will be over the feet of family members on the bottom bunks

Daily Cabin Procedures:

- a. Families should sanitize their hands prior to entering the cabin each time.
- b. Families and Staff are expected to shower and change clothes daily and as necessary.
- c. Families will have a self-monitoring temperature chart in their cabin. We advise that all family members take their temperature at the start of each day. Any temperature over 100.4 will be reported to the Director immediately and family will be asked to depart camp. Any temperatures near but not over 100.4 will continue to be monitored closely

Daily Bathroom Procedures:

- a. Families should check bathroom before entering to confirm no others are inside. If others are present, please wear a mask and wash hands prior to leaving.
- b. Families are encouraged to wash hands for 20 seconds prior to leaving the bathroom.
- c. Bathrooms will be shared spaces and families will need to sign up for shower time slots that will be available for the beginning, middle, and end of day. Families not signed up to shower during these times are asked to use another bathroom at camp.

Cleaning/Sanitizing:

- a. Daily Cabin Clean Up with families will be encouraged. Each family will have a sanitizing bottle and paper towels in their cabin.
- b. Restrooms will be sanitized every two hours daily.



Facility and Equipment Daily/Weekly Sanitation Procedures:

- a.** Cabins and restrooms will be deep cleaned and sanitized weekly, paying specific attention to bathrooms and bunk wells in each bunk.
- b.** Mattresses will be sprayed and wiped down after each session.

DINING & MEAL PROCEDURES

The intention: Create a dining experience where the food is prepared and served with all precautions and covers to control exposure. Single serving and disposable items will be used when possible. All families will eat outside in designated areas or take food to another location on camp.

Upon arrival to the eating area:

- a.** Families will wash their hands before sitting at the table.
- b.** Families will go immediately to their table.
- c.** Families will only sit at a table with their family and no one else.

Physical Distancing Precautions/Procedures/Provisions:

- a.** A line will begin outside the Dining Hall for 1 family member who will have food plated by a staff member with a mask and gloves including salad or special meal (allergy accommodation, vegetarian, vegan, etc.)
- b.** Each family member will return to their table with plated food to eat; they may not share anything on their tray with someone outside their family.
- c.** The families will have their personal water bottles that are refilled at a water station designed to eliminate contact, splashing on the water output or contamination with another person's water bottle.
- d.** Milk, juice or tea may be available in single service style or poured from a covered pitcher by a staff member into a clean single use cup
- e.** Dessert will be provided with the plate of food or distributed by a single staff member who is wearing gloves and a mask directly to the family. At no time will there be a tray of food that families will retrieve food from.
- f.** 1 family member will discard the food in the appropriate bins. All bins and trash cans will be placed within distance to keep families from overlapping and clean up times will be staggered.

Cleaning/Sanitizing:

- a.** At the conclusion of each meal, the tables and seats will be sanitized and then once the room is cleared, housekeeping will re-sanitize all indoor areas and the picnic tables used.
- b.** All plates, cups, silverware, trays and serving utensils will be used be single serving disposable.
- c.** After the areas are cleaned, families will sanitize their hands and exit the dining areas.
- d.** After they leave the dining areas, before going to their next activity, families and staff must wash their hands.

Facility and Equipment Daily/Weekly Sanitation Procedures:

- a.** At the beginning and end of each weekend, the camp staff will do a deep sanitation of each room that food is prepped, served or stored in. Our staff will properly sanitize and clean all tables, trash cans, and other surfaces as deemed fit.



**FOR YOUTH DEVELOPMENT[®]
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

- b.** A daily and weekly inventory of food service equipment will be done to ensure only single use.

FAMILY CAMP COOKOUTS

Outdoor Cooking (Hobo Stew Optional)

- a.** All food will be individually plated by one to two counselors wearing masks and gloves. Fire building and all utensils/pots/pans will be utilized by one counselor. All meals will be prepared at least 20 feet away from families outdoors. Families will be not permitted to touch/grab their own food or plates until served. All food/items will be handed by a staff member wearing gloves and a mask.
- b.** Families will be divided by their unit. Families will stay in their family groups within the fire area.
- c.** Families will be asked to hand sanitize or wash hands prior to eating.
- d.** After they eat, families will head to the nearest bathroom to wash their hands for at least 20 seconds.
- e.** All trash will be discarded by 1 family member at the nearest location.

S'mores

- a.** All s'mores (chocolate and graham crackers) will be individualized in bags for all programming. 1 s'mores in 1 bag per participant. Families will not be permitted to grab their own materials.
- b.** Marshmallows will be given out by a staff wearing gloves and a mask. Families will not be permitted to share their s'more sticks.



ACTIVITY AREAS

Policies & Procedures



ARTS & CRAFTS

Art Cabin

- MAX 2 families inside Art cabin at one time - 10 on one side of room, 10 on the other - at least 6ft between sides of room - families wear masks when close to other
- *Additional seating available outside as well.
- Scissors and other shared tools are mounted on each far side wall area of Art Cabin
 - Once equipment is used, please place in "need to sanitize" bin
- Families are only to use items in "sanitized bin" or hanging on the wall in the "For Use" area

Best Practices:

1. Entering Arts & Crafts
 - a. Families use mounted hand sanitizer and/or hand washing station outside cabin
 - b. Families sit to just one side – do not mingle.
2. Families are not allowed to grab supplies and equipment freely
3. Every time a family member finishes using a tool or art supply – place in bin marked "need to sanitize"

End of each Activity Period

Please use sanitize bottle and paper towels on the side of building in use:

- a. Wipe down the following:
 1. Chairs
 2. Table tops
 3. Door handles - prop door open as much as possible during the day

Camp staff will sanitize the items in bin between each group.

End of each Day/ Week

- a. Staff will wipe down with Clorox wipes or bleach spray and wipe down -
 1. Chairs
 2. Tools/equipment
 3. Table tops
 4. Door handles
 5. Floors - mopped

ARCHERY

Upon Arrival to Activity:

- a. Counselor will sanitize all bows and arrows with spray bottle and wipe down with rags
- b. Participants will all sanitize their hands upon arrival

Physical Distancing Precautions/Procedures/Provisions During the Activity:

- a. Limit one unit group at the range at a time.
- b. Families will spread equally on bleachers in shade – masks should be wore if within 6ft.
- c. Families will shoot one family at a time and will be instructed to only pick up their arrows on the range
- d. Between usage staff will wipe down handles of the bows and arrows.

Cleaning/Sanitizing at the Conclusion of the Activity:



- a. Following activity, staff will wipe down all of the bows and arrows prior to next group arrival.

Facility and Equipment Daily/Weekly Sanitation Procedures:

- a. Bleachers are wiped down at the end of each day and supply of rags and cleaner is assessed and topped off if needed
- b. Area and equipment sanitized by cleaning solution weekly.

Field Games (Soccer, Kickball, etc.)

Upon Arrival to Activity:

- a. Cabin groups will receive instructions for field game by staff on field. Masks are to be worn by family members unless engaged in physical activity.

Physical Distancing Precautions/Procedures/Provisions during the Activity:

- a. Families will move in cabin groups and must stay together.
- b. Activities with shared equipment will be sanitized prior to use and post-game
- c. Anyone set to a certain position: goalie, base catcher, etc. will be asked to wear gloves.

Cleaning/Sanitizing at the Conclusion of the Activity:

- a. Shared equipment will be sanitized after game ends
- b. Staff will avoid sharing items with anyone outside set units.

Campfire

- Campfire will be hosted at the Opening Campfire with proper physical distancing required. Seating will be assigned per cabin set up prior to arrival. Families will sit in the designated area and must stay in their spot. Families cannot swap benches.
- Masks will be required unless able to be spaced more than 6ft depending on attendance.

Practices:

1. Entering Opening Campfire
 - a. Markers will have clear indications of where families will sit.
 - b. Empty space will occur between families.
 - c. Staff and Directors will direct families to spot to avoid clusters or lines.
 - d. Families must use hand sanitizer before entering either areas and bring water bottles.
2. One staff wearing gloves and masks will be assigned to handle a water station for families to refill water bottles.
3. Bleachers/benches will be sprayed with 1:10 bleach solution at the end of the activity

Staff practices:

- a. Songs and skits that require campers and/or staff touching/moving close to one another will not be permitted

End of each Activity Period

1. Wiped down with benches with bleach solution.



Outdoor Cooking

- MAX 3 families per 1 counselor - must stay at least 6 feet apart. Families and staff must wear latex gloves and masks through the duration of the activity.

Practices:

1. Prior to beginning outdoor cooking
 - a. Families must wash hands at the nearest bathroom or hand washing station and use hand sanitizer. Families will wear latex gloves and masks through entire activity
 - b. Families are not allowed to grab materials freely
 1. More like classroom where raise hand and ask for specific materials- to minimize number of things campers touch and potentially contaminate
 - e. Families participate one at a time vs all doing at the same time. So counselors can ensure campers are not touching the same materials
 - f. Have multiple spoons, plates, bowls, etc. for each family group.
 - g. Every time a family is finished using a bowl, spoon, etc. - staff must place it in a bucket that should be returned to the kitchen to be properly cleaned.

Outdoor Cooking Counselors

- a. Organize activities AHEAD OF TIME to be ready and prepared for each family
- b. Every time a family is finished using a tool or supply - staff must wipe it down with sanitizing wipes before storing it properly
- c. Wear masks and gloves entire time families are present
- d. Provide extra latex gloves to avoid cross contamination

End of each Activity Period

- a. Take kitchen materials and clean/sanitize properly
 1. Tools/equipment used that period
 2. Table tops Door handles - prop door open as much as possible during the day
 3. Picnic Tables - sprayed with bleach solution
 4. Laminated recipes wipes down



Sports

General Safety Precautions:

- a.** Everyone washes hands before activity
- b.** Everyone sanitizes hands at activity area
- c.** No more than one unit at an activity. If multiple activities in an area, groups must remain at least 6 ft. apart (i.e. Front Yard)
- d.** Games and activities should be as low contact or no contact as possible. No full body contact or games that involve things like holding hands, linking elbows, or crawling under others
- e.** All equipment handled by campers or staff (balls, racquets, etc.) will be sprayed and wiped down after each activity
- f.** Commonly touched surfaces (gaga pit ledges, gate latches or handles, etc.) will be wiped down after program sessions
- g.** Use sanitizer between games (hydration break + clean hands, at least every ten minutes)
- h.** Everyone sanitizes hands as they leave

Basketball

- a.** When possible, limit games to low or no contact (e.g., HORSE, Knock Out, etc.) or drills (e.g., dribbling, passing, etc.)
- b.** Team Games can be played within the same family (e.g., 5-on-5), but not against other cabins or mixing with other families
- c.** When lining up or waiting to play, give space and avoid contact
- d.** Take frequent breaks to hydrate and re-clean hands because of shared equipment
- e.** Spray and wipe down basketballs after each session

Volleyball

- a.** When playing games, avoid body contact whenever possible. Limit team size to prevent contact
- b.** Team Games can be played within the same unit (e.g., 5-on-5), but not against other units
- c.** Encourage activities with more distance like passing drills
- d.** When lining up or waiting to play, give space and avoid contact
- e.** Take frequent breaks to hydrate and re-clean hands because of shared equipment
- f.** Spray and wipe down volleyballs after each session

Gaga Ball

- a.** Masks worn while playing
- b.** No more than one unit in the gaga ball pit, including staff
- c.** Limit body contact inside the pit
- d.** Participants who are knocked out, watching the game, or waiting to play should give space and avoid contact with each other, as well as give space and avoid contact with the Gaga Ball pit
- e.** Take frequent breaks to hydrate and re-clean hands because of shared equipment
- f.** Spray and wipe down gaga balls after each session



LOST & FOUND POLICY

In response to the COVID-19 pandemic, we here at the YMCA are revising our lost and found protocols to be mindful of how to prevent exposure of staff and participants from items left behind each day. As such, we will be following the guidelines below:

1. Lost and found items will be collected by camp staff daily.
2. These items will be placed on a table by the Administration Office.
3. The tables will be placed in plain view for families to see.
 - a. If an item is found to belong to that particular participant, please remove the item. Please do not pick up any items on the table. Staff members will assist with picking up items should families need additional assistance.
4. Items that will be put out for parents/participants to see:
 - a. Jackets / Sweatshirts
 - b. Prescription glasses, durable medical equipment, prescription medication
 - c. Towels
 - d. Shoes
 - e. Backpacks / Bags / Lunch boxes
5. At the end of weekend, unclaimed items will be discarded in the trash.
 - a. Items that are soiled, damaged, or otherwise deemed unsafe will be disposed of immediately.

We highly encourage families to label all items with their last name to help our staff identify items. Please encourage all families to be certain to mark all water bottles, masks, and hand sanitizer.

Soft items including, but not limited to, blankets, pillows, stuffed animals, etc. will not be allowed in any building outside the family cabin. Backpacks and bags should only be needed for outdoor or water activities where a towel/change of clothes would be necessary.

Participants will be discouraged from bringing things like jewelry, electronics, or toys can be easily lost or damaged. The YMCA is not responsible for any lost, damaged, or stolen items—including confiscated phones.