

Updated Health Care Policy- Response to Covid - 19

(Summer 2020)

This Summer may not look like all the summers that have come before or any of the summers that will come again. What we do know is that camp plays a vital role in the lives of campers, their families, and staff. Theatre With a Twist will follow CDC, State and Local guidelines in maintaining a clean, safe environment for our campers. The safety of everyone in our building is, and has always been, our number one priority.

The following best practices will be followed during Summer Camp 2020.

Screening Methods

Screening of Camper & Staff Upon Arrival

Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility. We will encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.

There are several methods that facilities can use to protect their workers while conducting temperature screenings. The most protective methods incorporate social distancing (maintaining a distance of 6 feet from others) or physical barriers to eliminate or minimize exposures due to close contact to a child who has symptoms during screening.

Theatre With a Twist Camp Screening Methods

- A senior staff will take the child's temperature before entering the facility. Upon their arrival, stand at least 6 feet away from the parent/ guardian and child. Staff will need to wear personal protective equipment (PPE) if staff cannot maintain a distance of 6 feet.
- Upon arrival, staff will verbally screen children and parents asking the following questions. If any of the below are yes, the child must not be allowed to enter the building. The child must return home with their parent or caregiver
 - Today or in the past 24 hours, have you or any household members had any of the following symptoms?

- Fever (temperature of 100.0 or above), felt feverish, or had chills?
 - Cough?
 - Sore throat?
 - Difficulty breathing?
 - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
 - Abdominal pain?
 - Unexplained rash?
 - Fatigue?
 - Headache?
 - New loss of smell/taste?
 - New muscle aches?
 - Any other signs of illness?
 - In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?
- Theatre With a Twist will establish a single point of entry to the program to ensure that no individual is allowed to enter the building until they successfully pass the screening.
- When performing a temperature check on multiple individuals, please be aware we are using a no-contact infrared thermometer. If contact occurs, Theatre With a Twist ensures that a clean pair of gloves is used, and that the thermometer has been thoroughly cleaned. This is in accordance with CDC recommendations for infection control.
 - The removal of discarded gloves and other PPE, in accordance with CDC guidance.
 - Staff will be adequately trained on appropriate donning and doffing of required PPE.
- Health check responses and individual temperature check results must be recorded and maintained on file.
- Staff will also make a visual inspection of each child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. Confirm that the child is not experiencing coughing or shortness of breath. In the event a child is experiencing shortness of breath or extreme difficulty breathing, emergency medical services will be called immediately.
- Individuals who decline to complete the screening questionnaire or have temperature checked will not be permitted to enter the program space.

Ongoing Screening Procedure

Ongoing screening will be conducted by camps on a daily basis. Staff will actively monitor children throughout the day for symptoms of any kind including; fever, cough, shortness of breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting signs of illness will be separated from the larger group and isolated until able to leave the facility.

Theatre With a Twist will implement flexible sick leave policies and practices, monitor absenteeism, and have a roster of trained back-up staff.

Isolation and Discharge of Sick Children and Staff

Theatre With a Twist will take the following actions to prepare for a potential exposure.

- The Infirmary area will be used to isolate a child or staff who may become sick. Isolated children will be supervised at all times.
- Others will not enter isolation room / space without PPE appropriate to the care setting.
- If a camper or staff member is isolated due to having previous symptoms. Theatre With a Twist will alert the Acton Board of Health.
- Masks or other cloth face coverings will be made available for use by children and staff who become symptomatic, until they have left the premises of the program.
- Individuals leaving the Theatre With a Twist building due to suspected infection will leave the facility through the main door.

If a Child Becomes Symptomatic

- If a child becomes symptomatic, Theatre With a Twist will follow the protocols below:
 - (1) Immediately Isolate from other children and minimize exposure to staff.
 - (2) Whenever possible, cover noses and mouth with a mask or cloth face covering.
 - (3) Contact the child's parents and send home as soon as possible.

If a Staff Becomes Symptomatic

- If a staff member becomes symptomatic, they must cease child care duties immediately and be removed from others until they can leave.
- Staff must regularly self-monitor during the day to screen for new symptoms.

If a Child of Staff Contracts COVID-19

- Sick children or staff who are COVID-19 positive or symptomatic and presumed to have COVID-19 must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.
- Working with staff/ parent/ guardian Theatre With a Twist will determine:
 - The date of symptom onset for the child/ staff.
 - If the child/ staff attended/ worked at the program while symptomatic or during the two days before symptoms began.
 - What days the child/ staff attended/ worked during that time.
 - Who had close contact with the child/ staff at the program during those days (staff and other children).

Notifying Required Parties

In the event of an “exposure”, Theatre With a Twist will notify the following parties:

- Employees and families about exposure and will maintain confidentiality.
- Acton Board of Health if a child or staff is COVID-19 positive.

Self- Isolating Following Exposure or Potential Exposure:

In the event that a staff member or a child is exposed to a sick or symptomatic person, the following protocols must be followed.

- If a child or staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or staff must not be permitted to enter the program space and must be sent home.
- Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick.
- Theatre With a Twist will consult the local board of health for guidance on quarantine for other children and staff and additional precautions will be needed to ensure the program space is safe for continued child care services.
- If an exposed child or staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they must be directed to stay home for a minimum of 14 days from the 1st day of symptoms appearing AND be fever-free

for 72 hours without reducing medications AND experience significant improvements in symptoms.

- Release from isolation is under the jurisdiction of the local board of health where the individual resides.
- If a child's or staff's household member tests positive for COVID-19, the child or staff must self-quarantine for 14 days after the last time they could have been exposed.
- If an exposed child or staff remains asymptomatic and/or tests negative for COVID-19: If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.

Hygiene and Health Practices

- Theatre With a Twist will teach and reinforce washing hands and covering coughs and sneezes among children and staff. "Stop the Spread of Germs" will be posted at all entrances of the building.
- Theatre With a Twist will also instruct and reinforce use of cloth face coverings among all staff. Face coverings are most essential at times when social distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
- Theatre With a Twist will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer) and tissues.
- Theatre With a Twist will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- Hand sanitizer with at least 60 percent alcohol may be utilized at times when hand washing is not available. Hand sanitizer will be stored securely and used only under supervision of staff. Staff must make sure children do not put wet hands with sanitizer in their mouth and must teach children proper use.
- Hand hygiene station will be set up at the entrance of the premises, so that children can clean their hands before they enter the facility.
- Written parent permission to use hand sanitizer will be required at sign-in.
- Hand sanitizer will be kept out of reach of children and Theatre With a Twist will monitor use closely. Staff will supervise children when they use hand sanitizer to make sure they rub their hands until completely dry, so they do not get sanitizer in their eyes or mouth.

When to Wash Hands:

Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers).

- When coming into the program space from outside activities.
- Before and after eating.
- After sneezing, coughing or nose blowing.
- After using the restroom.
- Before handling food.
- After touching or cleaning surfaces that may be contaminated.
- After using any shared equipment, like toys, sport equipment, and theatre supplies/props.
- STAFF- After assisting children with hand washing.
- STAFF- Before and after administration of medication.
- STAFF- After contact with facemask or cloth face covering.
- STAFF- Before and after changes of gloves.

Additional supplies and materials Theatre With a Twist will have on site during Camps this summer:

- General Facility Items- Hand soap, EPA approved cleaners, Hand sanitizer supplies and stations, Paper towels and Cleaning spray bottles.
- Healthcare Supplies- Disposable masks, Exam gloves, and Adequate thermometers.

PPE & Face Masks & Covering

- Theatre With a Twist encourages the wearing of masks or face cloth coverings by campers and staff during the program day. Whenever 6 feet of physical distancing is not possible, masks must be worn.
- Masks must be worn at all times during the program day except while eating.
- To slow the spread of COVID-19, Staff are encouraged to wear a cloth face covering while serving children and interacting with parents and families. Program staff are required to wear a face covering (mask) whenever 6 feet of physical distancing is not possible.

- When possible and at the discretion of the parent or guardian of the child, Theatre With a Twist will encourage the wearing of masks or cloth face coverings for campers who can safely and appropriately wear, remove, and handle masks.
- Masks must not be worn while campers are eating/drinking. Strict and consistent physical distancing must be practiced at all times during these activities.
- Campers will be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff and parents must reconsider whether the mask is appropriate for the child.
- Families should provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed. Theatre With a Twist will provide a mask for campers and staff, as necessary.
- Exception to the use of Face Masks & Coverings:
 - (1) Children under the age of 2 years
 - (2) Children who cannot safely and appropriately wear, remove, and handle masks.
 - (3) Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
 - (4) Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask.
 - (5) Children where the only option for a face covering presents a potential choking or strangulation hazard.
 - (6) Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe.
 - (7) Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely.
 - (8) Individuals who need to communicate with people who rely upon lip-reading.
- Staff will wear gloves when appropriate. Gloves will be used during the screening activities that require contact. Hand washing or use of an alcohol-based hand sanitizer before and after these procedures is always required, whether or not gloves are used. Other times occurrence of removing gloves for any reason, hand hygiene should be performed with alcohol-based hand sanitizer or soap and water.

Ensure Social Distancing

- Theatre With a Twist encourages the wearing of masks or cloth face coverings by campers and staff during the program day. Whenever 6 feet of physical distancing is not possible, masks must be worn.
- Physical distancing must be practiced by children and staff at all times, including but not limited to :
 - During Transitions
 - During Meal Times
 - While traveling to and from outdoors
 - During all activities
 - During sleep, rest, or quiet play time
- To slow the spread of COVID-19, staff are encouraged to wear a cloth face covering while serving children and interacting with parents and families. Theatre With a Twist Staff is required to wear a cloth face covering whenever 6 feet of physical distancing is not possible.
- Theatre With a Twist will ensure that camper(s) and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, as much as possibly for older children, and restrict mixing between groups.
- Theatre With a Twist will restrict nonessential visitors, other employees, volunteers, and activities involving other groups at the same time as camp operations.
- Theatre With a Twist will provide spaced seating and work areas to a minimum of 6 feet apart as necessary.
- Close communal use spaces such as dining areas and playgrounds if possible; otherwise stagger use and disinfect in between use.
- Campers and staff belongings will be stored in a manner where they do not touch in specified cubbies.
- Theatre With a Twist will limit gatherings, events, and activities to those that can't maintain social distancing and support proper hand hygiene.
- Theatre With a Twist will provide supplies to minimize sharing of high touch materials such as (art supplies, equipment,etc.) or limit use of supplies and equipment by one group of children at a day and clean and disinfect between uses.
- Theatre With a Twist will limit the use of communal spaces.
- There will be no outside travel during Summer 2020, which includes field trips and hiking. Outdoor activities will be conducted on Theatre With a Twist Property.
- Theatre With a Twist will continue to limit nonessential visitors, volunteers, and activities involving other groups and will restrict attendance of those from higher transmission areas.

Limit Sharing

- Campers will not share electronic devices, toys, books, and other games or learning aids.
- Theatre With a Twist will train all teachers and staff in the above safety actions. During this training, Theatre With a Twist will ensure social distancing is maintained between staff members.

Cleaning & Disinfection Practices

This summer, Theatre With a Twist will intensify cleaning, disinfection, and ventilation. Theatre With a Twist will clean, sanitize, and disinfect frequently touched surfaces (for example, playground equipment, door handles, sink handles) multiple times per day and shared objects between use.

- Theatre With a Twist will use EPA- registered disinfectants and sanitizers for use against COVID-19 and will follow directions on the label, including ensuring that the disinfectant or sanitizer is approved for that type of surface (such as food-contact surfaces). (When EPA-approved disinfectants are not available, a bleach solution can be used)
 - Theatre With a Twist will not prepare cleaning solutions in close proximity to children and campers will never be present when mixing solutions.
 - Theatre With a Twist will check that each disinfectant and sanitizer is intended for disinfection, and ensure the product is not past its expiration date.
 - All sanitizing and disinfecting solutions will be used in areas with adequate ventilation and never in close proximity to children so as to not trigger acute symptoms in children with asthma or other.
 - Theatre With a Twist will keep all chemicals out of the reach of children both during storage and in use.
- Disposable paper towels will be used for cleaning, sanitizing, and disinfecting. Sponges shall not be used for sanitizing or disinfecting.
- Pump or trigger sanitizer sprays are to be used.
- To ensure effective cleaning and disinfecting, surfaces will be cleaned with soap and water, then disinfected using a diluted bleach solution.
- Theatre With a Twist will avoid use of items (for example, soft or plush toys) that are not easily cleaned, sanitized, or disinfected.

- Theatre With a Twist also ensures that the ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods. Theatre With a Twist will not open windows and doors if doing so poses a safety or health risk (ex: allowing pollen in or exacerbating asthma symptoms) to children using the facility.
- While cleaning and disinfecting, staff will wear gloves as much as possible and hand washing or use of an alcohol-based hand sanitizer after these procedures is required.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves.
- If electronics such as; tablets, touch screens, keyboards, and remote controls are being used, a wipe-able cover will be applied.
- Staff clothing will not be worn again until after being laundered at the warmest temperature possible.
- Theatre With a Twist will comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030), including proper disposal of regulated waste and PPE (29 CFR 1910.132). Theatre With a Twist will follow CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease.

Cleaning, Sanitizing, and Disinfecting After a Potential Exposure

If Theatre With a Twist suspects a potential exposure, they must conduct cleaning and disinfecting as follows:

- Close off areas visited by the ill persons.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Wait 24 hours or as long as needed before beginning cleaning and disinfection.
- Plan for availability of alternative space while areas are out of use.
- Cleaning staff must clean and disinfect all areas such as; offices, bathrooms, common areas, and shared electronic equipment used by the ill person (especially frequently touched surfaces).

Transportation

Campers and staff will not be transported offsite by any vehicle during summer 2020.

Food Safety

Campers and Staff will be required to bring their own lunch, snacks, and utensils from home during summer 2020.

Children With Special Needs and Vulnerable Children

To ensure that Theatre With a Twist is adequately prepared to provide safe and appropriate services to children with special needs and vulnerable children, the following steps will be taken:

- Review medical information submitted by parents and determine whether and how many high-risk children are in attendance.
- Reach out to parents/guardians of high-risk children and encourage them to discuss with their healthcare provider about whether the program is a safe option for the child and if additional protections are necessary.
- Discuss with parents/guardians any concerns they have with the new protocols and see how you can best help their child understand and adhere to the health and safety requirements.

Children with special needs will require unique support. It may be more difficult to practice social distancing and will require ample staff support to carry out the necessary hygiene practices. Theatre With a Twist will adequately staff and properly prepare to train staff to accommodate children's needs.

- Staff will change their own outer clothing if body fluids from a child will get on it. (vomiting)
- Camper will change their clothing if body fluids get on them.
- Children with special needs may be unable to comply with face covering because of intellectual, behavioral, or sensory issues. To minimize the risk of infection for children who are unable to wear a face covering, physical distancing will be maintained whenever possible and staff must wear a face covering at all times.

Specific Recreational Camps and Programs Requirements

- Camp Groups sizes will be limited to groups of ≤ 12 .

Ages	Campers	Staff
4-6	10	2
7-14	10	1

Staffing

- If a camper or staff becomes “sick” with signs and symptoms of COVID-19 during camp and their parents are unable to pick them up, the camp director will keep them isolated, but monitored by the camp director, in our secondary infirmary.
- Theatre With a Twist will increase staffing to ensure supervision of campers in the case of potential need for quarantine of staff with symptoms or illness as well as supervising youth with symptoms.
- Theatre With a Twist will also need increased staff to accommodate the additional cleaning requirements.
- At a minimum, Theatre With a Twist will have 2 properly trained Health Care Supervisors on site at all times in the event a camper becomes symptomatic while at camp.
- The same staff member must be assigned to the same group of children each day for the duration of the program session.
- Staff will not float between groups either during the day or from day-to-day, unless needed to provide supervision of activities, except for the Camp Director who will supervise all.
- Staff will limit their contact with one another unless they are in the same cohort.

Activity Limitations

All activities must be conducted in accordance with social distancing, masking, and sanitation requirements.

Theatre With a Twist will:

- Minimize equipment sharing and clean and disinfect shared equipment at the end of each activity as specified above (such as various art supplies, props, and set pieces).
- Personal equipment shall not be shared.
- Activities will be outside when possible.

Updated Drop-off & Pick-up Procedures

Theatre With a Twist is adjusting its camper drop-off and pick-up procedures to prioritize camper's safety during summer 2020. The drop-off / pick-up procedures will be different this year due to the state mandates. A sign-in / sign-out station will be located outside the program space while minimizing contact. If communal pens are required, they must be disinfected between uses.

- We will ask parents/guardians to check their child's temperature BEFORE bringing them to camp.
- Camper must be pre-registered before drop-off. In order to keep social distancing, Theatre With a Twist will minimize the number of people in the building.
- Camp drop-off starts at 9:00am. A senior Camp Staff will be waiting for campers at the entrance. Parents/guardians will remain in their car and the staff member will verbally "check-in" camper into camp. The senior staff member will confirm the name of the person picking up at the end of day. The name will be recorded.
- The staff member will confirm with the parent/guardian that their child does not have a fever and other COVID-19 symptoms. (see screening process)
- SCREENING PROCESS WILL PROCEED (see screening information above as well as attached document)
- If the parent/guardian is unsure or their child did have fever, the camper will not be able to sign-in at that time.
- Campers must have registration packet on file, and have brought their lunch & snack and name of the person picking up.
- Theatre With a Twist may have multiple groups of 12 campers but social distancing will be maintained between and within groups.
- Camp groups may not exceed the camper to counselor ratios (Camp Regulations 105 CMR 430.101).
- Visitors (including parents) and volunteers are not permitted.
- Massachusetts residency is required for campers and staff.
- Theatre With a Twist will continue to comply with 105 CMR 430 Minimum Standards for Recreational Camps for Children: State Sanitary Code Chapter IV as well as any additional more restrictive MA state or local requirements or orders in response to COVID-19.
- Theatre With a Twist management is responsible for ensuring their operations are updated to comply with new guidance and orders.
- Staff sick leave policies will be flexible and promote the importance of staff not coming to work if they have a frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.

- Robin Wilson (the camp director), Mary Spinosa RN (manager), & Shannon Beauregard (board member)- are persons to be responsible for responding to COVID-19 concerns.
- If a staff member were to be absent due to a personal matter, parents, other staff, and the Acton Board of Health will not be alerted.
- If a staff member were to be absent due to illness or having COVID-19 symptoms, parents, other staff, and the Acton Board of Health will be alerted by email and phone calls.
 - Senior Staff will inform the local board of health, the Department of Public Health Community Sanitation Program, and other appropriate audiences.
- If camp were to close, Theatre With a Twist will email parents information about closure; follow-up phone call might be required.
 - Senior Staff will inform the local board of health, the Department of Public Health Community Sanitation Program, and other appropriate audiences.
- Theatre With a Twist will share information and guidelines with parents that include the following:
 - A system to check with parents daily at drop-off regarding the health status of their child.
 - Multiple ways to contact the Directors/ Management through phone and email during the camp day.
 - Information on COVID-19 including symptoms, transmission, prevention, and when to seek medical attention. Encouraging parents to share the information with their children as appropriate.
 - Provide parents with information on the camp's policies for preventing and responding to infection and illness. This will be emailed and given to the camper's parents/guardians and not just provided on a website.
 - Share a new safe drop-off / pick-up procedure to maintain social distancing and prevent the mixing of campers. Theatre With a Twist will:
 - Encourage the same family member to drop-off / pick-up.
 - Confirm the pick-up person is the campers' parent, legal guardian, or other individual designated in writing to have permission to pick up the camper (Information can be found on the Parent Packet).
- If a parent/guardian needs to speak to any specific staff member in person, they would need to call Robin Wilson at 9783027663. They may also Text, which is an easier way to reach Robin during the day.
- Camp Pick-up starts at 4:00pm. A senior staff will be at the entrance to greet cars as they arrive. When parents/guardians arrive they will let the staff member know whom they are picking up; Parent/guardian will remain in their car.
- The senior staff member will respect the following procedure:

- A Photo ID will need to be shown by the Parent/Guardian. The ID will be cross referenced with that child's pick-up authorization list. Once the pick-up is authorized, the staff member will radio to get camper ready in the facility and their counselor will walk the camper to the same entrance they were dropped off at. The camper will exit the building accompanied by their staff member and walk directly to the senior staff member.
- If there is a delay in the pick-up procedure, the senior staff member will ask the parent/guardian to park their car off to the side.
- If a Parent/Guardian needs to pick-up early, they will need to call the Camp Director to alert us to the early pick-up. They will again call when they arrive.
- For pick-up after 4:00pm, the parent/guardian will call the Camp Director (9783027663) to alert staff they will be arriving soon. They will again call when they arrive. The Senior staff member will walk the child to the Parent/guardian's car and following normal pick-up procedure, mentioned above. Extended day or late pickup will incur a fee.
- If pens are required, they must be disinfected between used or must be provided for individual use only.