

Hampden Memorial Park  
Summer Program  
Policies and Procedures

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## MISSION STATEMENT and DEFINITION

The state of Massachusetts defines a Recreational Program as a municipal or recreational youth programs not traditionally licensed as camps or as child care facilities.

During the summer of 2020 we are dealing with the COVID-19 pandemic. We are creating this document to answer any questions or concerns for keeping the staff and children safe while attending the summer program.

The Hampden Memorial Summer Program runs for 6 weeks beginning the Monday after July 4th. The program hours run from 8:15 am - 2:30 pm

The Board of Park and Recreation believes that all children of ages 4 - 14 should have a safe place to come to during 6 weeks of the summer. During the time here at the summer program we expect children to follow the rules and be respectful of the staff and the program. We want all children to be able to have fun and be safe while attending the Hampden Memorial Park Summer Program.

## REGISTRATIONS AND REQUIREMENTS

Registrations for Summer Program - a complete registration will be completed and submitted to the Park and Recreation Department by the Wednesday prior to the week they are signing up for. As part of the registration process - the parent will need to read this document, have the forms filled out, and have completed up to date medical forms.

Requirements - Parents will be required to provide

- A mask or fabric face covering for their child/child
- A snack and lunch for their child/children
- A bathing suit and beach towel
- Apply bug spray and sunscreen prior to arrival - staff CAN NOT apply these to children.
- A labeled pencil box with a pencil, eraser, crayons, markers, scissors, and glue sticks for their child/children
- Answer health check in questions each morning.
- Acknowledge they have read these protocols and procedures.

STAFF REQUIREMENTS- these must be completed before the start of the Hampden Memorial Park Summer Program begins for the season.

- Complete yearly paperwork
- Provide an up to date Physical form
- Complete a CORI check
- Attend a meeting/training of the protocols and procedures for the Hampden Memorial Park Summer Program
- It is required that the staff will not wear the same STAFF shirt or clothes 2 days in a row without being washed in between
- Each staff member will be trained by a Health Care Consultant in regards to the Health Care checklist and watching for symptoms.

## PHYSICAL SPACE REQUIREMENTS

Number of children that can attend and meet the requirement of 42 square feet per person and 144 square feet in the program space.

- We can have up to 40 children and 10 staff members at the program each week. In the event of inclement weather we can fit 30 people in the large pavilion and 10 in the small pavilion. If need be we can fit 10 people on each floor of the RAH building, located at by the upper baseball field.
- Group size will be limited to no more than 12 people per group - this includes counselors and children.

## HEALTH CHECKLIST

- A staff member will ask the following questions about the child/children in each family prior to entering the summer program on a daily basis.
- Today or in the past 24 hours, have you or any member of the household had any of the following symptoms?
  - Fever (temperature of 100.0 degrees Fahrenheit or above, felt feverish or had chills)?
  - Cough?
  - Sore throat?
  - Difficulty breathing?
  - Gastrointestinal symptoms?
  - Fatigue?
  - Headache?
  - New loss of taste or smell?
  - New muscle aches?
  - Any other sign of illness?

## ARRIVAL OF STAFF AND CHILDREN

Staff Arrival - The staff will arrive at 8:00 am and upon arrival at the summer program a trained person will go through and answer a health checklist.

Once they have been cleared to enter the program site, they can get the materials they need to run the program for the day.

Drop Off - Parent directions - drive down the driveway, stay in single file. Pull up to the bridge, and a counselor will greet you and your children, they will ask the Health Care Checklist questions, if it is determined the child/children can stay they can get out of the car with their belongings and go over to their counselor. The parent can continue in a U shape to exit down the driveway. Parents DO NOT get out of the car.

### Children Arrival -

- Upon arrival a trained staff person will have parents answer the health checklist for their child or children.
- These answers will be recorded and filed.
- Once children are dropped off they are to report directly to their counselor.
- Counselors will be lined up by the lower soft ball field and the pavilion with signs indicating their age group, or under the pavilion in designated areas.
- The staff and children will keep their belongings in a specific spot in one of the pavilions.

## HANDWASHING AND HYGIENE

Handwashing - with soap and water and disposable paper towels or with hand sanitizer containing at least 60% alcohol. Signs will be posted about how to properly wash hands. Signs will also be posted to remind staff and children to wash their hands.

- Upon arriving at the program all staff and children will need to wash their hands
- Staff and children will wash their hands after an activity.
- Staff and children will wash their hands before eating food - snacks and lunch
- Staff and children will wash their hands after using the restroom.
- After sneezing and coughing
- Prior to leaving the Summer Program for the day

## Masks/ Fabric Face Coverings

- Staff and children are encouraged to wear a mask or fabric face covering at all times during the camp day, unless they are in the spray park or social distancing is possible.
- The summer program will have masks available in case something happens to a staff member or child's mask.

## DAILY ACTIVITIES

- Children will remain with their assigned counselor(s) during the day and for the weekly session.
- Groups will not combine for any reason.
- Staff and children will be encouraged to wear the mask throughout the day, even if they are 6 feet apart from other members of the group.
- Staff and children will rotate to different parts of the summer program (field, playground, and spray park).
- No two groups will be in the same part of the park at any given time.
- Limit the use of materials and equipment - a counselor will clean and disinfect materials or equipment after the group uses the materials or equipment.
- Parents will provide a labeled pencil box containing pencils, erasers, crayons, washable markers, safety scissors, and glue sticks.
- All activities will be contact free

## SPRAY PARK - during the Summer Program Hours

- Only one group of children will be in the spray park area at a time.
- While in the water the staff and children do not have to wear masks.

## SNACK AND LUNCH

- Each family will provide a snack, lunch, and bottle of water each day.
- During the snack and lunch times the staff and children will remain in their groups and eat staying at least 6 feet apart.

## PICK UP PROCEDURES

Children will wait for their parents with their counselor. Parents are to drive down the driveway in a single file and will pull up to the bridge. The counselor(s) will watch the child/children get into the car with all of their belongings. Parents do not get out of the car.



## CLEANING AND DISINFECTING

Before the summer program, frequently touched places (doorknobs, metal playground equipment, activity materials) will be cleaned and disinfected. The restrooms will also be cleaned and disinfected.

Park Maintenance will be responsible for cleaning and disinfecting these areas in the morning before the summer program begins.

These areas will be cleaned and disinfected using child safe cleaners. The materials that are used will be appropriately labeled and stored in the locked area of the pump room.

## SICK STAFF MEMBER

- If a staff member is sick or not feeling well they are encouraged to stay home and report their symptoms to the Director of the summer program.
- If a staff member is staying home due to an illness, a substitute counselor will be called in to help maintain proper safety protocols for the summer program. All substitute counselors will be trained in all of the new procedures and protocols prior to the start of camp.

## SICK CHILD

- If a parent or child can not answer the health check questions the child will NOT be permitted into camp.

## SYMPTOMATIC/EMERGENCY STAFF AND CHILDREN

- The Director and counselors will be responsible for monitoring the children for symptoms of illness (cold, flu, COVID-19, etc.
- If symptomatic the staff member or child will be taken to the small turn around area by the RAH building. They will stay there with a designated person until a family member that is listed on the child's emergency contact list is able to come and get the child. If the staff member is able to drive safely home, then they will be allowed to do so.
- If an ambulance is needed 911 will be called and another staff member will go down and open the gate so all emergency vehicles can enter the park and easily get to the person in need.

## CONTRACTS COVID -19

- If a staff member or child contract or presumed to have contracted the virus they are to return until they have met the criteria for discontinuing home isolation and consulted a health care worker.
- Determine the date of symptoms onset for the staff/child and if they were at the program with the symptoms
- Notify the Board of Health and other parties as soon as a case is reported to the Park and Recreation Board.
- In case of a suspected potential exposure, wait 24 hours or as long as practical to begin cleaning and disinfecting area(s)