



RE: NECC 2020 Summer Camp Structure, Guidelines, and Rules

Dear Summer Camp Parents,

We are happy to have the opportunity to see your children at camp this summer. The NECC is committed to providing summer camps that are safe for campers and staff, and in the attached document, you will find NECC's guidelines and rules to support this commitment.

Please read through every page carefully. We want to provide you with as much information as possible before you send your child to camp. We know this is a lot of information, but we can only provide a safe environment if all campers and their families understand and adhere to these guidelines. We will send you more specific information approximately one week before camp begins, we ask that you talk with your camper about the camp guidelines and protocols (this is particularly important for campers who have previously attended NECC camps), and we ask that you specifically understand and agree to follow these guidelines before camp begins.

During this challenging period where we are learning more about how COVID-19 is transmitted and the dangers to children and adults, we want to be clear that while guidelines, rules and protocols can help greatly reduce the risk of spreading the virus, attendance at camp may increase risk to campers and staff. Attending camp this summer may not be the right choice for every child, even if they have attended NECC camps in the past. If your child or anyone in your household has a pre-existing health condition or are immuno-compromised, or if you anticipate your child may have challenges following the physical distancing requirements or often needs additional support from staff members, we encourage you to carefully consider whether NECC's day camp is an appropriate choice for your child this summer. We hope you understand and would love to work with your child in the future.

If you have any further questions or concerns after reading through this document, please contact me directly at [youth@necommunitycenter.org](mailto:youth@necommunitycenter.org). I look forward to having your child in camp!

Nohea Waiwaiole  
Youth Program and Camps Coordinator

## CAMP INFORMATION

### General Camp Guidelines

The Oregon Health Authority has published guidelines that the NECC will be following this summer. We have adopted additional protocols to support the safety of campers and staff.

- **Cohorts with Dedicated Staff.** Each camp will be limited to two cohorts/groups of a maximum of 9 campers/group. Each cohort will only interact with campers from their own cohort, and the cohorts will not interact with one another. With the exception of one supervisory person, NECC staff will remain with one cohort (they will not go between cohorts).
  - One supervisory staff from the NECC may interact with both cohorts during the day. In addition, Spark Arts staff will interact with both cohorts during the day. These staff members will utilize masks, and wash and/or sanitize their hands if they move between cohorts.
- **Base Camp Outside.** Camps will primarily take place outside. We will utilize a large tent in the NECC's parking lot as home base for all camps. Between 12:00-3:00pm when the NECC facility will be closed, campers will be scheduled for a period of time in the gym with their cohort. This will ensure campers will not come into contact with NECC members or anyone outside of their cohort.
- **Face Coverings.** For everyone's protection, campers are encouraged to wear a properly fitting face covering during camp activities. A face covering is **required** while at Spark Arts or when entering or exiting the NECC facility to use the restroom or to go to/from the NECC gymnasium. Campers may remove their face coverings once in the NECC gym.
  - Staff members, including NECC and Spark Arts staff, will wear face coverings at all times during camp. (**We strongly recommend that you talk with your child about the importance of wearing a face covering when in the NECC facility or Spark Arts and that your child is prepared to interact with staff while staff members are wearing a face covering**).
- **Physical Distancing.** The NECC and Spark Arts will make every effort to structure activities that are fun and engaging but which encourage physical distancing of 6 feet. However, due to the nature of children and certain safety concerns, we are not able to guarantee children will stay 6-feet apart throughout the course of an entire week of camp. It will be necessary for staff to come within 6-feet of campers during certain activities or necessary camp functions, but we will limit these interactions as much as possible. In addition, there may be times that campers come within 6 feet of each other. For example, when walking to Spark Arts, for safety it will be necessary to have children closer than 6 feet. All organized activities, including table or craft times, will be structured

to ensure campers are 6-feet apart from one another. We will also structure games and other activities to support physical distancing.

- Siblings or campers from the same household will not have to physically distance from one another, but will still be asked to keep their hands and food to themselves like usual.
- **Swimming.** Pools are currently closed. Even if pools are permitted to open later this summer, because of the inability to ensure safe physical distancing in the pool, swimming will not be included in NECC's camps this summer.
- **Cleaning, Sanitizing, and Bathroom Breaks**
  - Campers will be required to wash their hands and use hand sanitizer many times throughout the day. Outdoor handwashing and sanitation stations will be available for campers.
  - Equipment and supplies will not be shared between cohorts. If supplies must be shared between cohorts, they will be properly cleaned and sanitized between groups.
  - All spaces campers use will be sanitized before and after use. For example, touch surfaces in the gym will be thoroughly sanitized prior to campers using the space.
  - The NECC and Spark Arts have both developed safe ways for children to use the restroom and be sure the toilet, faucet handles, and touch surfaces are properly sanitized after/before each use.
- **Staff.** During the two weeks prior to the start of camp, all staff will monitor their own health, the health of those in their households, and - to the extent possible - anyone they come in contact with. If they or anyone in the above groups display symptoms of a fever, new cough, or other symptoms of COVID-19, they will not work camp until they have completed the required self-isolation period.
  - The NECC and Spark Arts Center will complete a temperature and symptom check of all staff each morning.
  - If staff members start to display a fever, a new cough, or symptoms of COVID-19 during camp, they will immediately leave camp. The NECC will report this information to the local health authority, report relevant information to other campers (while maintaining the privacy of the person affected), and work with the local health authority in taking appropriate action.

### **Two Weeks Before Camp Begins through the end of camp.**

- During the two weeks prior to the start of camp, parents/guardians of campers must monitor their households and those they come in contact with. During that period:
  - If the camper is exposed to COVID-19, they will not be permitted to attend camp.

- If the camper or anyone in their household has recently been ill with fever or a new cough, the camper should remain home for at least 10 days from illness onset and until 72 hours after the fever is gone without fever reducing medicine and COVID-19 symptoms are improving.
- After the appropriate self-isolation period, campers may be permitted to come to camp.

### **One Week Before Camp Begins**

- You will receive a packet of information that includes the following:
  - Specific information about your child's camp;
  - **Required** waiver of liability indicating that you understand the risks of camp;
  - List of camp ground rules designed to protect campers and staff. **It is important that you review these camp rules with your child before the first day of camp.**
  - Camp Questionnaire. We will ask you to let us know, in advance, whether there are specific friends your child wants to be in a cohort with. Siblings will be assigned to the same cohort. This is also the place to let us know about pre-existing coughs, food allergies, and any other relevant information about your camper you would like us to know.
  - If you do not receive that packet of information at least a week before your camp begins, please email me at youth@necommunitycenter.org.
- **Please return the Camp Questionnaire by the end of the day on Wednesday prior to camp.**
  - Due to safety and physical distancing requirements, we cannot alter the cohort assignments on the first day of camp or anytime during the week.

### **Three Days Before Camp Begins**

- You will receive a camp information email with the following information:
  - Your child's cohort assignment.
  - Directions to the location of your child's check-in - we will have different check-in sites (both at the NECC) for each cohort.

### **The First Day of Camp (and Every Day of Camp)**

- Each morning at home, campers must check their temperature and screen for symptoms, including fever, cough and shortness of breath. If you do not have the tools at home to check your child's temperature, you can do it at the NECC with an available touchless thermometer.
  - If a child or staff member has a temperature of 100.4 or higher, they will not be permitted at camp.
  - Each day Parents/Guardians must confirm, in writing, that they have completed the necessary checks and that the camper is symptom-free. The NECC will provide an easy-to-complete form for this purpose.

- If a camper develops a new cough or other symptoms of COVID-19 during the week, parents/guardians **must** communicate that information to the NECC and keep their child home for the remainder of camp.
  - If a camper develops a new cough or other symptoms of COVID-19 while at camp, they will be immediately isolated and sent home as soon as possible.
  - In the event any camper or staff becomes ill during the week with a new cough or other symptoms of COVID-19, the NECC will promptly notify other campers (while maintaining privacy), contact the local health authority, and take action as appropriate under the circumstances. In some situations, this may include cancelling camp for the remainder of the week.
- Campers will be assigned a cohort, and Parents/Guardians will deliver the camper to the appropriate cohort location, taking care to maintain physical distance from other campers and families.
    - NECC is required to keep a record of every adult who drops-off or pick-up their child at camp. Again, the NECC will provide an easy-to-complete form to gather this information.
  - This summer, for everyone's safety, if a camper is unable to follow directions regarding physical distancing and other safety measures, we will ask that the camper leave camp that day and for the remainder of the week. The NECC is committed to working with and serving all children in a supportive environment; this summer, to ensure the safety of all campers and staff, our ability to work with campers who are unable to follow physical distancing and other safety directions will be limited. See FAQ section or contact Nohea Waiwaiole directly at [youth@necommunitycenter.org](mailto:youth@necommunitycenter.org) if you have questions about this.

### **Two weeks After Camp Concludes**

- For two weeks following the conclusion of camp, parents/guardians agree to promptly notify the NECC if the camper or a member of their household starts to display a fever, a new cough, or other symptoms of COVID-19.

## WHAT MIGHT A DAY AT CAMP LOOK LIKE?

In the morning, campers and their parent/guardians will arrive at the NECC for camp - we'll be happy to see you! Maintaining 6 feet of distance between their family and others, campers will find the check-in station for their assigned cohort. We encourage only parents/guardians and their camper attend drop-off, but if it is necessary to have other children present, we ask that all members of the drop-off party wear face coverings (except children younger than 2 years old). Bringing their own pen from home, parents/guardians will complete the daily, individual check-in form with the name of the person delivering the person to camp and confirmation that they have completed the required temperature and symptom checks at home.

Following check-in, one cohort will remain at base camp while the other cohort heads to Spark Arts. Depending on the activity scheduled for the day, the cohort at base camp may remove their face covering while outside, create a fun team name for their cohort, play camp games, walk to Grant Park, or participate in other activities that encourage physical distancing. On hot days, campers might play games that involve getting a little wet, so maybe pack your camper a change of clothes if they want. While at Grant Park, campers will not have access to the play structure. Because we will not use the public bathrooms at Grant Park, we will provide campers the opportunity to use the restroom immediately before leaving for the park, but campers might be without immediate access to a bathroom for up to one hour. If you think this could be a concern for you camper, please let us know.

The cohort heading to Spark Arts will wear their face covering during the walk there and while they are in the facility. At Spark Arts, tables and supplies will be arranged so campers can maintain 6 feet of distance between them. There may be days when Spark Arts activities occur outside.

Between noon-3:00pm, cohorts will remain separated while each cohort has an opportunity to eat lunch and use the gym for fun games and activities. The gym will be sanitized before use, between use, and after use. During this time, Spark Arts will be sanitizing their studio as well.

Around 1:30pm, the cohorts will "switch" activities, with one heading to Spark Arts and one staying at base camp or walking to Grant Park.

At 3:45, both cohorts will return to their respective areas of base camp while maintaining separation between the cohorts. Checkout will take place in the same way as check-in: parents/guardians should bring their own pen to complete the required end-of-day check-out form with contact information for the person who picks up the camper.

## FAQ'S

- **Is this the right camp for my child?** If your child or anyone in your household has a pre-existing health condition or are immuno-compromised, or if you anticipate your child may have challenges following the physical distancing requirements or often needs additional support from staff members, we encourage you to carefully consider whether NECC's day camp is an appropriate choice for your child this summer. In addition, if your child is unable to consistently and comfortably delay their need to use the bathroom for up to 90 minutes at a time, it may be a challenge for your child to walk to and from Grant Park where there are no restroom available (they will have an opportunity to go to the restroom immediately before leaving for the park). If you decide that this is not a good fit for your child this summer, we hope to have the opportunity to see them in classes or activities in the future. If you have any more questions or concerns about this, please email Nohea Waiwai: [youth@necommunitycenter.org](mailto:youth@necommunitycenter.org)
- **Can my child be in a group with their sibling or friend?** Yes, you must return your Camp Questionnaire by the Wednesday before the start of camp to let us know if there are certain friends your child wants to be in a cohort with. Siblings will be automatically required to be in a cohort together.
- **Does my child have to wear a face covering or mask?** Your child will have to wear a mask during the following times: going into and out of the NECC facility to use the restroom or the gym (but not while in the gym); when walking to/from Spark Arts or Grant Park (during which time it would be unsafe to have children 6 or more feet apart); and while at Spark Arts. The good news is, we will spend at large portion of the day outside where the risk of transmission is believed to be lower and where campers will not be required to wear masks. They may, of course, choose to wear a mask or face covering at all times if they prefer.
- **Will you provide masks for my child?** We strongly encourage you to send your child with a properly-fitting mask that they are comfortable with. If your child needs a mask, please let us know prior to the beginning of camp.
- **What happens if my child refuses to wear a mask during one of the required times?** Unfortunately, for the safety of your camper, other campers, staff, and others at the NECC, we will be unable to make exceptions to this requirement. If this were to occur, we would compassionately isolate your child and contact you to come pick up your camper. If this happens, they will not be permitted to return to camp.
- **How will you enforce physical distancing?** In addition to the camp structures we outlined above, we will plan all activities and crafts to encourage physical distancing. For example, campers will sit at least 6-feet apart during circle or craft time. They will each have their own space that is taped off. We will play games that can be played 6-feet

apart. It is important for parents/guardians to know, however, that there are times campers and staff will come within 6-feet of one another. We have tried to anticipate when those situations might occur and these are the times when masks or face coverings are required. An example would be if a Spark Arts staff member has to quickly set something down or pick something up in their space. Another example would be when we walk outside in lines, it would not be safe for campers to be 6-feet apart. We will make every reasonable effort to limit the times when campers and staff come within 6 feet of each other.

- **What happens if someone becomes ill?** We will isolate the sick person and have them removed from camp, contact the local health authority, promptly inform other campers (maintaining privacy), and take the appropriate steps necessary for the situation. Depending on the circumstances, these steps could include a range of responses, from enhanced sanitation and disinfection up to the cancellation of the camp (or camps). Camper and staff health and safety will be the most important consideration, in addition to guidance from our local health authority, in determining the appropriate steps for each situation.
- **Can I send my child to camp if they have a cough?** If you let us know on your Camp Questionnaire that your child has a pre-existing cough caused by other factors (hayfever, etc.), please feel free to send your child to camp. If this is a new cough, or your child has a fever or other symptoms of COVID-19, please keep your child home from camp and immediately notify the NECC.
- **Will you use the play-structures or bathrooms at Grant Park?** No. Your child will need to be able to use the restroom before we go to the park and be without a restroom for potentially an hour. Let us know if you think this will be a problem.

## WHAT'S NEXT?

- 1) Monitor your camper's health two weeks before the start of camp.
- 2) Stay on the lookout for the Camp Information email (sometimes this goes to junk mail).
- 3) Complete and return the Camp Questionnaire by Wednesday of the week before camp.
- 4) Review camp rules and guidelines with your camper.
- 5) Complete the liability waiver and bring it with you to camp.
- 6) Stay on the lookout for an email with Cohort Assignments and Check-in instructions.
- 7) Follow those instructions, bring a pen, and we'll see you at camp.

If you have any questions, please contact Nohea Waiwaiole, Youth Programs and Camps Coordinator, at [youth@necommunitycenter.org](mailto:youth@necommunitycenter.org).