



## CAMP CRIA HEALTH PROTOCOLS Sept. 7 to Dec. 18, 2020

### INTRODUCTION

In keeping with the CRIA mission to serve the expatriate and the local community in the Santa Cruz Canton region, Camp CRIA has been established. We aim to maintain a healthy and safe campus-based program under the CAI license #3147 **for campers 2 years to 12 years old**. Therefore, these health protocols are focused on the CRIA campus-based program to maintain high safety standards within a balanced offering of activities. In addition, we are committed to helping youngsters to understand, respect and protect the most vulnerable within our community, whether in their home life or elsewhere.

CRIA is acutely aware of our responsibility in providing critical infrastructure for the functioning of the local economy of the *Gold Coast* region; our families depend on CRIA to provide a safe environment for children. The childcare/supervisory aspect of having a campus-based program is required for most of our families to be able to work and make a living to support their families.

Camp CRIA is open only to CRIA enrolled students for the 2020-21 school year. Non-CRIA children are not permitted on campus. CRIA enrolled students may participate in Camp CRIA as a full-time camper; there is no provision for partial day, daily or weekly participation. If an enrolled CRIA student is not prepared to attend Camp CRIA starting on September 7, registrations will be accepted on a rolling basis if there is room at each age level/team. Camp CRIA fees are non-refundable, paid monthly, and non-transferable.

The protocols herein are adapted from the United States CDC and Costa Rica Ministry of Health guidelines. These guidelines are an addition to the approved CRIA Health and Safety policies and procedures already in place.

### GENERAL PROCEDURES

#### Required Information Before Returning to Campus

- Parents will be required to complete a self-declaration that confirms no one in the camper's household has been exposed to a person infected with COVID-19 in the past 21 days or has travelled overseas in the past 14 days.
- Parents are expected to read and follow all of the safety and procedural information herein.



### Campus Access

- Only campers whose parents have completed the self-disclosure form, as well as staff, may exit their cars to enter the Office. No visits to rooms or common areas are permissible without a previously set appointment.
- All parents and other visitors will be by appointment only with separate self-disclosure, health and travel screening protocols.

### Health Screening Before Camp

- Parents must take their children's temperatures before sending them to campus. Campers must be symptom free with a temperature below 37.5C, without the use of fever reducing medication, for at least 48 hours prior to attending camp. (Please note, we will also be taking temperatures at camp entrances and campers with a temperature above 37.5°C will be taken to the isolation area for further screening).
- Children who are unwell must stay at home.

### What to Bring and Wear to Camp

- All campers must NOT be in CRIA uniform but must be dressed appropriately.
- All campers must bring and wear a mask throughout their time on campus, including in hallways and in rooms; if you choose to wear a visor, a mask must still be worn.
- All campers must bring a water bottle labelled with their name.
- All campers must bring a snack and lunch.
- All campers must bring a device on which to do their online work.
- All campers must bring the required items on the camp supplies list (see CRIA website).
- All campers must bring a bathing suit, towel, goggles, a swim cap and flip flops on swimming days; on physical activity days, campers must wear running shoes/sneakers.
- Campers should **not** bring any toys to camp.

### Physical Distancing Guidelines

- When moving around the campus every effort should be made to comply with the expected 2 meters physical distance guidelines.
- Physical contact should be avoided.
- Campers each have an individual desk and chair; no shared tables as workspaces; desks are spaced according to guidelines.

### Campus Entry

- Only campers may exit vehicles unless the parent has an appointment.



- Next, campers will clean hands with camp provided sanitizer and have their temperature taken. If the temperature scan is at or above 37.5°C, campers, faculty or staff must return home without entering the campus buildings.
- If there is a queue for the hand-sanitizer and temperature check upon entry to campus, campers, faculty and staff will line up on the designated 1-2 meter spaced “Physical Distancing” markers at the entrances to maintain proper spacing. CRIA administration, staff, and security persons will be stationed in these areas to ensure proper queuing and spacing.
- Campers in rooms located in the north primary hallway (Pre-K to Gr. 3) must enter and exit through the north ES entrance; campers in rooms located in the south primary hallway (Grades 4 and 5) must enter through the south entryway (next to main office entry).
- Toddler campers will enter the Toddler House entrance.
- MS campers must enter through the entrances next to classroom #16 or through the breezeway at the south side of the secondary campus.

## **ADDITIONAL PROCEDURES FOR EARLY YEARS, PRIMARY AND SECONDARY CAMPERS**

### Early Years and Procedures (2 to 5 years old)

- Campers in rooms located in the north primary hallway (Pre-K to Gr. 3) must enter and exit through the north PS entrance; campers in rooms located in the south primary hallway (Grades 4 and 5) must enter through the south entryway (next to main office entry).
- Toddler campers will enter at the Toddler House entrance.
- Primary staff will be available to assist.
- Campers must maintain 1-2 m social distance as they move through the halls and exit campus.
- All campers must proceed immediately to their vehicle and make their way home.

### Primary Years Procedures (~6~10 years)

- Campers in rooms located in the north primary hallway (Pre-K to Gr. 3) must enter and exit through the north PS entrance; campers in rooms located in the south primary hallway (Grades 4 and 5) must enter through the south entryway (next to main office entry).
- Primary staff will be available to assist.
- Campers must maintain 1-2 m social distance as they move through the halls and exit campus.
- All campers must proceed immediately to their vehicle and make their way home through the same entryway they entered campus.



- Campers will remain in team groups as much as possible throughout the day, without mingling with campers outside their team group.

### Secondary Years Procedures

- 11 & 12 year old campers must enter through the entrances next classroom #16 or through the breezeway at the south side of the secondary campus.
- Campers should go immediately to their team room.
- When teams are dismissed, faculty will ensure an orderly exit from the room maintaining physical distancing.
- Campers may NOT use lockers (unless instructed to) and will carry their bags and supplies with them to their room(s).
- During free periods, campers must sit according to physical distancing arrangements (minimum) 1- 2 meters.
- At dismissal time, campers must exit through the entrances next classroom #16 or through the breezeway at the south side of the secondary campus, using the same route they entered campus from.
- Campers must maintain 1-2 m social distance as they move through the halls and exit campus.
- Campers will remain in class groups as much as possible throughout the day, without mingling with campers outside their classroom group.
- Where teams must mix beyond their homeroom groups, faculty will supervise the disinfecting of chairs and desks at the end of each classroom period.
- All campers must proceed immediately to their vehicle and make their way home.

### Modified Activities – Physical Activities, Arts & Crafts, Swimming, Language

- Activities will be allowed with modified physical games and activities with 1-2m physical distancing.
- Where teams must mix beyond their team groups (Spanish), faculty will supervise the disinfecting of chairs and desks at the end of each time block using approved disinfecting products available in each classroom.

### Recess, Lunch and Breaktime

- Recess and lunch schedules have been created where campers maintain their team groups and do not mix with other groups.
- The cafeteria tables and chairs will be sanitized between groups by the cleaning staff.
- Common spaces have been marked to maintain physical distancing.
- Campers must wash/sanitize hands before and after lunch, recesses, breaks.



## **EXPECTATIONS FOR COMMUNITY MEMBERS**

### Expectations for Campers

- Campers must sanitize hands when entering the campus and wash their hands frequently while on campus, including before entering rooms or other rooms, and before and after physical activities and arts and crafts.
- Campers must adhere to a 1-2 meters physical distance requirement.
- Campers are to bring to camp only the minimum supplies and materials that are needed. No sharing of materials.
- Campers must wear a mask at all times.

### Expectations for Parents

- Parents who need to drop off and pick up their children must arrive at the assigned start time and dismissal times for their children – it is very important to keep to these times to maintain physical distancing and avoid congestion.
- Parents should drop off and pick up their children at the same location where they were dropped.
- Parents may only enter the main campus area (temperatures will be checked at the front security gate) by appointment and must fill in the health self-declaration form.
- Parents with an appointment should proceed to the Main Office.
- Everyone must wear a mask at all times on campus.

### Expectations for Camp Faculty

- Complete self-disclosure statement.
- Take their own temperature before coming to campus.
- Have their temperature taken before entering campus.
- Faculty shall remain home if unwell or have a fever.
- Faculty must sanitize hands when entering the campus and wash their hands frequently while on campus, including before entering rooms or other rooms.
- Faculty will maintain a seating arrangement for campers in their teams and enforce it.
- Faculty must adhere to a 1-2m physical distance requirement when interacting with adults.
- Faculty will adhere to a 1-2m physical distance as much as possible when interacting with campers.
- Supervise campers to make sure physical distancing is adhered to along with hand washing and wearing mask.
- Wear a mask at all times.
- Ensure that campers disinfect their desk and chair before leaving each room.
- Minimize the use of shared instructional materials where possible.



- Ensure that any shared instructional materials are disinfected after each use.

### Expectations for Staff

- Complete self-disclosure statement.
- Take their own temperature before coming to campus.
- Have their temperature taken before entering campus.
- Staff shall remain home if unwell or have a fever.
- Staff must sanitize hands when entering the campus and wash their hands frequently while on campus, including before entering rooms or other rooms.
- Staff must adhere to a 1-2m physical distance requirement.
- Wear a mask at all times.

## **FACILITIES PROCEDURES AND PREPARATION**

### Facilities Use

All attempts will be made to open all facilities. Government regulations could restrict certain uses.

### Facilities Disinfection Prior to Use

The campus will undergo a deep cleaning and disinfecting in preparation for use.

### Facilities Disinfecting After Use

1. Upon the re-opening of the campus, all facilities and rooms will be disinfected nightly by our Operations Staff using their disinfection cleaning guidelines and disinfection concentration recommendation for infectious disease outbreaks.
2. Cleaning staff will wipe and disinfect the following areas and surfaces throughout the day:
  - Doorknobs
  - Sanitizing dispensers
  - Bathrooms and sinks
3. All cleaning staff will wear face mask and gloves during their normal working hours.
4. Each individual classroom and all reception areas will have liquid hand sanitizer, mask, sanitizer wipes, and paper bags for storage of face mask while eating/drinking.
5. In addition, cleaning protocols for classroom materials will be followed daily.
6. Ensure that campers disinfect their desk and chair before leaving each classroom with the camp provided sanitizing products.



### Entering Campus for Pandemic Times

Little or no COVID-19 Spread in Santa Cruz Canton	Significant COVID-19 Spread in Santa Cruz Canton
<ul style="list-style-type: none"> <li>○ Optional handwashing and temperature check stations available for visitors, parents and campers at entry</li> <li>○ Mandatory temperature check for those who present and/or complain of illness upon entry to campus</li> <li>○ Those with temperature are isolated and sent home immediately; to re-enter, campers must be fever-free for 48 hours</li> </ul>	<ul style="list-style-type: none"> <li>○ Mandatory temperature checks for staff/campers, and parents at drop-off who exit their automobile</li> <li>○ Mandatory temperature checks and hand wash sanitizer stations for all visitors</li> <li>○ Those with temperature above 37.5C are isolated and sent home immediately; to re-enter campus, written clearance from a local clinic is mandatory</li> <li>○ Non-essential visitors banned</li> </ul>

### Physical Distancing for Pandemic Times

Little or no COVID-19 Spread in Santa Cruz Canton	Significant COVID-19 Spread in Santa Cruz Canton
<ul style="list-style-type: none"> <li>○ Mandatory handwash stations required for campers after recess-before lunch</li> <li>○ All community members effectively use self-directed health monitoring for the avoidance of contagion</li> <li>○ Respect for and protection of the physical space for at-risk community members who self-identify as person with comorbidity issues</li> </ul>	<ul style="list-style-type: none"> <li>○ Mandatory hand-sanitizing stations required for campers after recesses</li> <li>○ Those with temperature are isolated and sent home immediately; to re-enter campus, written clearance from a local clinic is mandatory</li> <li>○ Ban non-essential visitors</li> </ul>





**Illness in Pandemic Times:  
Identifying and handling potentially ill community members**

Little or no COVID-19 Spread in Santa Cruz Canton	Significant COVID-19 Spread in Santa Cruz Canton
<ul style="list-style-type: none"> <li>○ All community members effectively use self-directed health monitoring skills for the avoidance of contagion</li> <li>○ Mandatory temperature check for those who present and/or complain of illness</li> <li>○ Those with temperature are isolated and sent home immediately; to re-enter, 24 hours must pass and present after that period fever-free</li> </ul>	<ul style="list-style-type: none"> <li>○ Mandatory isolation in camp Health Office until campus exit is completed for those with symptoms</li> <li>○ Mandatory masks for those identified and isolated including the immediate care givers within the health office</li> <li>○ Written clearance from a local clinic is mandatory for re-entry</li> <li>○ Ban non-essential visitors</li> </ul>

**Protocols When a Confirmed Case has Entered our Campus**

**Coordination with local health officials**

Once learning of a COVID-19 case in someone who has been in the campus, CRIA immediately notifies local health officials. These officials will help administrators determine a course of action for campus-based learning.

**Communication with staff, parents, and campers**

Camp administration coordinates with local health officials to communicate dismissal decisions and the possible COVID-19 exposure:

- This communication to the community aligns with the communications protocols in the CRIA’s emergency operations plan;
- The communications will include messaging to counter potential stigma and discrimination;
- It is critical that CRIA maintains confidentiality of the camper or staff member while the Camp cooperates with our partner clinic or the Ministry of Health for any contact tracing protocols approved by the government;
- Administration shares information with staff, campers, and their families through normal communications channels including WhatsApp and email;
- Communications include information about steps being taken by the camp and how additional information will be shared; and
- Frequent use of communications channels to reiterate steps staff, campers, and families can take to stay healthy.





## **Dismiss campers and most staff for 2-days**

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the campus. This period also allows the local health officials to help the camp determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19. Deep cleaning and disinfecting of all buildings occur during this 2-day dismissal.

- If local health officials mandate a closure of campus-based activities, the CRIA Online Learning Program policies continue.
- During campus-based activities closures, we also cancel extracurricular group activities, and large events.

## **Clean and disinfect thoroughly**

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff shall clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they shall be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection at home, most common EPA-registered household disinfectants should be effective.
  - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
  - Check to ensure the product is not past its expiration date.
  - Never mix household bleach with ammonia or any other cleanser.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.
  - Prepare a bleach solution by mixing:
    - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
    - 4 teaspoons bleach per quart of water



## **Make decisions about extending the camp dismissal**

Temporarily dismissing the on-campus programs is a strategy to stop or slow the further spread of COVID-19 in communities. This will only be undertaken with mandates issued by the Costa Rica Ministry of Health, or other such CR government authority.

- **Camp administrators work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions.** Camp dismissals and event cancellations may be extended if required by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves
- Administrators shall seek guidance from local health officials to determine when campers and staff should return and what additional steps are needed for the camp community. In addition, campers and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

### **When There is Little or no COVID-19 Spread in Santa Cruz Canton**

Administrators reinforce healthy practices among their campers and staff. The camp maintains a prepared state for the possibility of community-level outbreaks. CRIA shall **be ready** if COVID-19 does appear in the community.

## **Information-sharing systems with health officials and clinic partners**

- Information-sharing systems can be used for day-to-day reporting (on information such as changes in absenteeism) and disease surveillance efforts to detect and respond to an outbreak
- Local health officials should be a key partner in information sharing.
- CRIA does not **screen campers or staff to identify cases of COVID-19**. If our community has potential cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.

## **Teach and reinforce healthy hygiene practices**

- Mandatory CPR training for all faculty and train staff on healthy hygiene practices so they can teach these to campers
- Ensure handwashing stations for classes include washing with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing, and after recess. Use of an alcohol-based hand sanitizer that contains at least 60% alcohol is recommended for all community members
- Ensure adequate supplies (e.g., soap, paper towels, tissue) to support healthy hygiene practices



### **Intensify cleaning and disinfection efforts**

- Routinely clean and disinfect surfaces and objects that are frequently touched. This includes but is not limited to doorknobs, light switches, classroom sink handles, countertops, desks and chairs). Use all cleaning products according to the directions on the label. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.)
- Ensure adequate supplies to support cleaning and disinfection practices

### **Monitor and plan for absenteeism**

- Ensure that the Remote Learning Program is implemented in such a way as to avoid any absenteeism beyond the normal policy guidelines of absences allowed per semester
- Have alternative coverage options by cross-training staff

### **When There is Significant COVID-19 Spread in Santa Cruz Canton**

#### **Implementation of physical distancing strategies**

- During a significant outbreak, field trips, assemblies, and other large gatherings may be postponed or canceled
- **Modify teams where campers are likely to be in increased contact.** Specialist activities (Spanish, health, counselors come to primary classrooms to prevent classes mixing with others on the greater campus)
- **Increase the space between desks.** Rearrange campers' desks to maximize the space between campers. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing)
- **Avoid mixing campers in common areas.** Allow campers to eat lunch in their classrooms rather than mixing in the cafeteria. Limit the extent to which campers mix with each other, and particularly with campers from other classes (segregate lunch and recess area by class, send a few campers into the library to pick out books rather than going as a team, etc.). Restrict hallway use through homeroom stays or staggered release of teams. Avoid taking multiple classes to bathrooms at once (e.g., avoid having all teams use the bathroom right after lunch or recess). In the primary program, stagger playground usage rather than allowing multiple classes to play together and limit other activities where multiple classes interact
- **Reduce congestion in the health office.** Use the Health Office for children with flu-like symptoms and a satellite location for first aid or medication distribution
- **Ban nonessential visitors.** Ban the presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities



- **Limit cross-camp transfer for special programs.** For example, if campers are brought from multiple camps for special programs (e.g., sports, robotics, academic clubs)
- **Teach staff, campers, and their families to maintain distance from each other in the camp.** Educate staff, campers, and their families at the same time and explain why this is important

### **Potential illnesses identified at home during significant spread of COVID-19 in Costa Rica**

For parents, campers and staff, please do not come to campus if any of the following symptoms are present:

- Fever--- temperature of 100°F/ 38°C or higher
- Vomiting, sickness or strong stomach-ache
- Diarrhea
- Acute cold, sore throat, and/or strong cough
- Thick mucus in nose/eyes or inflamed eyes
- Suspicion of contagious infection (chicken pox, scarlet fever, skin rash, impetigo, COVID-19, etc.)

If your child is unwell (but does not have any of the symptoms or illnesses mentioned above) we ask that you do not send him/her to camp until he/she is fit again. In assessing whether or not your child is well enough to be in camp, please ask yourself if he/she is well enough to attend PE and play outside, as they will be expected to take part in these activities if they come to camp. Campers who vomit, have a temperature, have diarrhea, a strong cough or a rash at camp will be sent home. Campers must be fever free for 48 continuous hours without the use of fever reducing medications.