



The staff at Saco Parks and Recreation is currently preparing for our 2020 summer programs. As we plan, it is our core mission to offer a necessary service to our community and adopt the required safety protocols to provide the safest environment possible for our campers and employees. We know this is going to be an unprecedented summer and will look very different from camp programs of the past; but we also know that our creative full-time Recreation Team and camp staff, many who have worked at SPR for more than 5 summers, are prepared to still offer a fun experience for our participants to spend their summer.

We are grateful to all of you for enrolling in this program and for supporting our department. During this process, families have reached out to us with questions and concerns about safety and camp format. We have prepared this overview of procedures to address concerns and prepare families for our new processes. Thank you for taking the time to review!

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Who will be overseeing our camps? *We are fortunate to have staff with many years of experience in our department overseeing camps this year!*

- All camps will be overseen by a fulltime member of the SPR recreation staff, many of which our families and campers will be familiar:
 - Kinder camp will be overseen by Sarah Musgrave, SPR Programmer who oversees our after school programs and has directed many years of camp
 - First grade camp will be overseen by Amelia Meier, SPR Community Outreach Coordinator who currently manages our senior programs and has directed many years of camp
 - Second grade camp will be overseen by Amanda Morong, SPR Administrative Assistant and Saco Stars Cheering Director, who has directed many years of camp
 - Third grade camp will be overseen by Marc Paquette, SPR Programmer who oversees our after school program at Burns and joined Pepperell camp last year
 - Fourth grade camp will be overseen by Steve Brown, Facility and Youth Sports Coordinator who has directed many years of summer camp
 - Fifth-Seventh grade camp will be overseen by Alyssa Clark, SPR Programmer who oversees all Teen programs with many years directing Teen camp
- All seasonal camp staff working full time have worked at SPR for many seasons. Camp Directors have 7-9 years of experience with our programs.
- 91% of our seasonal camp staff working part-time are returning employees.

Will my child be required to wear a facial covering?

State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs under “Promote Healthy Hygiene Practices”: *In settings where physical distancing is not possible, campers should wear face coverings when practicable and age, activity, and developmentally appropriate.*

- **What does this mean?** Our goal is to develop curriculum for camps that to the best of our ability limits the need for campers to wear a facial covering. During times when social distancing is not possible, we will require that campers use their facial covering, again with the overall goal of limiting this need.



- Each camper will receive 1 facial covering from SPR. This is a stretchy dri-fit type material that can be simply worn around the neck and pulled up when needed as pictured below.

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- Facial coverings must be visible and required to be shown to be admitted to camp.
- Campers may also use their own facial coverings if preferred.
- Please note: we are developing all processes based on Phase 2 recommendations from the state of Maine. Our programs are operating in Phases 3 and 4 in the state's reopening plan; should state of Maine restrictions be lifted, the use of wearing facial coverings will be optional. We will support family decisions about their use at that time.
- If a child has a medical reason that excuses the use of a facial covering, we can accommodate this request provided documentation from your child's physician is submitted to the office in advance of camp. FMI: parksandrec@sacomaine.org

Will camp staff be wearing facial coverings?

- *State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs under "Promote Healthy Hygiene Practices": Teach and reinforce use of cloth face coverings among all staff. Face coverings are most essential in times when physical distancing is not possible.*
- As of now, staff members will be required to wear a facial covering while they are working.
- They will be wearing the same style as campers.
- Should the State of Maine restriction about face coverings be lifted as noted above regarding phases, it will be up to the staff members about wearing face coverings.
- To help campers identify their counselors, each staff member will be issued an ID tag with their name on it along with an avatar of a notable character to promote a friendly environment and make recognition more simple for our campers. Examples:



- We will also accommodate requests from staff that excuses the use of a facial covering for medical reasons with documentation from a physician.

How will each camp promote healthy hygiene practices?

- All SPR staff members will follow and teach all state guidelines presented in the *State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs under "Promote Healthy Hygiene Practices"*
 1. *Teach and reinforce washing hands and covering coughs and sneezes among campers and staff.*

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2. *Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older campers who can safely use hand sanitizer), tissues, and no-touch trashcans.*
 3. *Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.*
 4. *Provide educational materials in advance to families for sharing with campers prior to camp and reinforce awareness at staff and camper orientation and periodically thereafter for all throughout the camp experience.*
- All campers will have a regular rotation to wash their hands multiple times throughout the day. Our schedule will require handwashing before and after activities, before and after meals, and additional times throughout the day.
 - Staff will receive instruction about hand washing practices during orientation.
 - Messaging about hand washing practices will be reinforced during camp meetings and with instructional signage at camp.

How will playground equipment and activity equipment be maintained?

The State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs outlines requirements under “Ensure Social Distancing.” Outdoor playgrounds can be used with appropriate care. Post signage advising the use of hand sanitizer both before and after use of the playground and maintaining physical distancing as much as possible. (Updated 6/10/20)

- The playground will be available to use at specific times during a camp day.
- Only members of your child’s camp will be allowed to use it during that time.
- Campers will follow recommended hand hygiene practices before and after use.
- Playgrounds at camp locations will not be available to the public during camp hours. This will be reinforced with signage at camp locations.
- Playground equipment will be cleaned prior to camp, in between group uses during camp, and at the end of the day.

The playground will be cleaned following CDC guidelines:

1. *Outdoor areas, like **playgrounds in schools and parks** generally require **normal routine cleaning**, but **do not require disinfection**.*
2. *Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.*
3. *High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.*
4. *Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.*

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All equipment and High Touch surface areas will be cleaned and disinfected regularly following CDC guidelines. High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

How often will staff be cleaning the camp and bathrooms?

We have put together an extensive cleaning schedule for all camp staff members to follow. This schedule will include frequent cleanings of high traffic areas such as bathrooms and water filling stations. The schedule will also include regular cleaning of all tables, chairs, equipment throughout the course of the day.

Camp hours are reduced this year by one total hour to allow for additional cleaning processes before and after camp. Hours are 8:00a.m. – 5:30p.m., Monday-Friday.

Staff will adhere to the *State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs guidelines under “Intensify Cleaning, Disinfection and Ventilation.”*

- 1. Refer to the CDC cleaning guidance for general information.*
- 2. Clean and disinfect frequently touched surfaces within the camp and on buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) and shared objects (for example, toys, games, art supplies) between uses.*
- 3. Create processes for using bathrooms that encourage social distancing. Increase cleaning and disinfecting of bathrooms.*
- 4. To clean and disinfect buses see guidance for bus transit operators.*
- 5. Ensure safe and correct application of disinfectants and keep products away from campers.*
- 6. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.*
- 7. Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease and other diseases associated with water.*
- 8. Clean sinks and bottle filling stations frequently. Provide disposable cups for water fountains and refillable water jugs*

Staff will follow the CDC Guidelines for all cleaning duties:

- Wear disposable gloves to clean and disinfect.*
- Clean surfaces using soap and water, then use disinfectant.*

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- *Cleaning with soap and water reduces number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.*
- *Practice routine cleaning of frequently touched surfaces.*
- *More frequent cleaning and disinfection may be required based on level of use.*

How are you going to ensure social distancing while at camp and in groups?

The State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs outlines requirements under “Ensure Social Distancing.” Saco Parks and Recreation will be adhering to all aspects of this check list in order to comply with state standards. Please see below a list of some of the specific areas of the checklist, cited by number, that we have received questions for:

1. Camp directors should ensure camp and staff are separated into small groups that remain as consistent as possible over a camper’s time in the program. Consider programs that function by group and dining/activity groups that are groups of groups.

a. The camp must adhere to gathering size limits as established by the Governor’s executive order. When gathering size limits are raised, the smallest practical group size should still be utilized.

b. For instance, if gather size limits are 50, then a total of 50 campers and staff can come together as a larger group of smaller consistent groups.

c. Mixing between smaller groups should be discouraged, and when larger groups gather as a collection of smaller groups, physical distancing should be used between groups, and if physical distancing is not possible, face coverings should be used (if age and developmentally appropriate).

- To maintain smaller camp sizes, each location will house two separate SPR camps
- Camp size will be between 35 and 40 participants.
 - To ensure social distancing within camps, every camper will be part of a small group within their camp consisting of between 8 to 10 camper per group. This group will be maintained throughout the summer.
 - Consistent staff members will be part of your child’s group.
 - Each camp will maintain and 5-1 ratio of campers to staff to in accordance with state guidelines.

4. Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.

- For this reason, we have elected not to invite outside performing groups to camps this year.

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14. *Camp directors will alter programmatic activities to reflect current recommendations for physical distancing and group size. When physical distancing is not possible, face coverings should be used.*

- Our staff is hard at work planning a curriculum for camp that adopts recommendations for social distancing. These games and activities are designed to keep campers safe and happy. Please find more on this under “what activities to expect”. In addition, we appreciate families reinforcing social distancing expectations with children at home.

15. *Field trips to public gathering places and recreational places should be avoided. It may be possible to permit small groups to day travel to nearby recreational areas where interaction with the external community is not expected. If day camps choose to plan field trips, consider the risk of transportation and minimize contact intensity through physical distancing, face coverings, and traveling with small, consistent groups.*

- We have opted not to plan for field trips at this time due to the risks outlined in the state guidelines.

16. *Planning should include accommodations for inclement weather that could impact physical distancing of staff and campers.*

- It is important to note that on days we must stay indoors due to weather, we will likely have an increased use of facial coverings.

What does my child need to bring to camp?

We will follow the guidelines to “Limit Sharing” under the State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs, which include:

1. *Keep camper and staff member belongings separated from others’ and in individually labeled containers, cubbies, or areas. All personal items must be labeled with owner’s name.*
2. *Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of campers at a time and clean and disinfect between use.*
3. *If food is offered to campers, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.*
4. *Avoid sharing electronic devices, toys, books, and other games or learning aids.*
5. *Minimize what a camper brings to camp from home.*

Specific ways we are meeting these requirements include:

- We will be limiting outside items brought to camp. Permitted items include a change of clothes, water bottle (we are also providing a reusable water bottle), & afternoon snack.

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- Free Breakfast and Lunch will be available to ALL campers everyday as part of the Saco School Department's Summer Meal program. Menus will be provided during camp.
 - Breakfast is available 8:00am-9:00am
 - Lunch will be provided 11:30am-12:30pm
 - Families may choose to send meals from home. We ask that for those not participating in the school meal program, please send food in a disposable bag.
- Each camper will be provided with a special Craft Bag. This bag will contain supplies for coloring, drawing, molding, writing and playing. These bags will stay at camp and only your child will be allowed to use the contents of the bag.
- Sunscreen will be provided at camp. We offer a generic spray-on style sunscreen. Campers may elect to bring sunscreen from home if preferred, and please make sure this request is noted on your contact sheet on file with the main office.
- Baskets will be provided to hold campers' belongings and limit contact between campers' items.



What kind of activities can we expect?

This summer is going to be unlike any summer from the past. Our staff is working hard to create new games and activities that meet the needs of our campers as well as follow the State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs and CDC guidelines. Summer Camp mainstays like dodgeball and basketball may not be happening this summer but games and activities that focus on individual success will be present. Along with arts and crafts, chances for writing and creative expression will be incorporated, as well as outdoor experiences, physical exercise activities that focus on individual experience like yoga or dance, and modified group games that allow for physical play while maintain space.

We will follow the guidelines regarding "Camp Activities" under the State of Maine COVID19 Prevention Checklist Industry Guidance for Day Camps and Summer Recreation Programs: Not all regular camp activities may be appropriate when adhering to best practices to reduce the spread of COVID-19. Different activities carry different levels of risk based on contact intensity

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and duration, as well as the number of participants. COVID-19 is transmitted through respiratory droplets, therefore, activities that increase the spread of such droplets (e.g. singing or yelling in the close proximity of others) also carry increased risk. Camps are encouraged to focus on activities that require less group contact—this can include altering typical activities to reduce transmission risk.

While keeping all this in mind our staff is working hard to plan a fun and active summer for your child. We are currently creating themes for camp weeks. We have also been busy researching great ways to modify favorite camp activities and find all new games to play; we currently have a great list of activities ready for camp! Some of our sources include:

- Maine Recreation and Park Association – www.merpa.org
- Asphalt Green: Rep it Out! From a Distance – www.asphaltgreen.org
- The Aspen Institute: Project Play – www.aspenprojectplay.org

An Overview of the Check-in/Check-out Process:

- Before campers are admitted to camp, they will receive a temperature check. If the temperature is below 100.4 they will be admitted into camp. If it is 100.4 or above the camper will not be allowed to attend camp for 72 hours and the fever has broken.
- Following the health screening, the camper and parent will join a line for their specific camp. Markers and signs will be posted to help everyone.
- While in line, we will maintain social distancing guidelines in accordance with the CDC and State regulations with markers on the ground.
- Campers will be asked to wear a facial covering during check in process. While the state requirements are in place, if a camper does not have their covering they will NOT be admitted into camp. If the State of Maine restriction about facial coverings is lifted, it will be up to the parents about wearing face coverings.
- Campers will be greeted and checked in to camp using our new digital check-in process.
- We must limit group sizes within our buildings, so unfortunately Parents will NOT be able to escort campers directly into their camp space.
- But don't worry! Each camper will be escorted by friendly camp staff to their own camp basket to hold their belongings.
- Campers will then be taken to a handwashing station. After which they will join their camp group.
- Pick up from camp is also moving to a completely digital format for a contact-free check-out process. You will still be asked to present an ID, but you will not have to physically sign a form to check-out. A digital signature will be inputted by a Head Senior Counselor, noting who picked up and at what time.
- If possible, we ask for direct family only to be picking up from camp in order to limit exposure.

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- If another party must pick up your child, please make sure they are on the approved list on your contact sheet.
- To add a name to the pickup list please contact the Parks and Recreation office before 12:00p.m. of the day needed at 283-3139.
- We are unable to accommodate requests received after the 12:00p.m. deadline.

Process in the event of a confirmed case of COVID-19 at our program:

From our COVID-19 waiver: It is important to reiterate that “Saco Parks & Recreation has put in place preventative measures to reduce the spread of COVID-19; however, SPR cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending SPR programming could increase your risk and your child(ren)’s risk of contracting COVID-19.”

Should we have a confirmed case of COVID-19 for a camper or staff member in our program, we have adopted a COVID-19 Exposure Plan. As an overview, that individual must quarantine from our program for a minimum of 14 days or longer until they are symptom free. All participants and personnel at that location will be notified and the camp location will be closed for 72 hours. Should a camper become sick during their time at camp, each location has a dedicated room to rest while they await their parent pick up.

Our note to families:

We hope this document provided you with the reassurance that we are doing all we can to implement the protocols and safety measures required by the state and CDC with the goal to provide a safe environment for your child. Our mission this summer is to provide a resource to working families, offering a safe and fun program for your child. We know this summer cannot look the same as it has in the past, but rather than dwell on what is different, our staff are focused on the positives. In the simplest of terms, the positive is being able to offer programs to our community once again. For most of us in recreation, camp feels like home. We hope that feeling this year will not change, despite the fact that so much else in our world has.

Here are some quotes from our returning staff that we know will demonstrate how excited we are for summer:

“Even with all the changes, I am very excited to start working this summer!”

“I am so excited for this summer! Let’s make it the best one yet!”

“Can’t wait for summer to start!”

“I am very excited to be back this summer and doing what I love!”



See you July 6th! ~The Team at Saco Parks and Recreation