



SUMMER 2021

# Willow Lake Day Camp

## SAFETY PLAN & OPERATING PLAYBOOK

Version 1: February 25, 2021

While we are still awaiting further guidance from New Jersey and the Jefferson Township Board of Health regarding final guidelines and protocols, we are 100% confident that camp will once again open this summer! The protocols we outlined and followed in our 2020 Safety Plan & Operating Playbook led to a COVID free summer which was safe, healthy and fun for all of our campers and staff.

While we may need to adjust the plan to meet guidelines before or during the summer, we assure you that we will always meet and or exceed recommendations given by the Center for Disease Control, the American Camp Association and the Board of Health.



# SAFETY PLAN & OPERATING PLAYBOOK

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# Camp is Needed More Than Ever

While this pandemic has been hard on everyone, it is still our children who are likely suffering the most. While some activities have restarted since last March, many have not or have been so altered that our children do not enjoy them as much. Many children are still staying home and learning from a screen (some or all of the time). Their favorite activities like sports, dance classes and play dates are still in limbo and the unstructured nature of life in the pandemic causes too much free time and too little opportunity for children to learn and grow in typical ways. More importantly, it impedes our children's social development and the relationship building that comes along with it. This remains a very sad situation.

## ***What can we do to make things better for children?***

Opening Willow Lake for Summer 2021 is the solution! After opening last summer, we now know that the risk of transmitting the disease in an outdoor environment like camp is extremely low and the benefits of socialization, exercise and learning that happens at camp is tremendous. We are proud to have worked so hard to open in Summer 2020 and can now use all of our experience and knowledge to make Summer 2021 even better. We take pride in our commitment to our Willow Lake families and we are once again excited to provide another amazing summer for our campers!

## WILLOW LAKE IS MY CAMP



**35 Acres**



**4 Heated  
Swimming Pools**



**2 Lakes**



**6 Full-time Staff**



**Incredible Staff  
to Camper Ratio**



**Shaded Outdoor  
Environment**



**Large Open Air  
Pavilions**



**40+ Outdoor  
Programs**



# Conditions for Opening Camp

Willow Lake Day Camp's priority is to provide dynamic programming in a safe and effective manner. Willow Lake's Safety & Operations Playbook prioritizes the health and well-being of our campers, staff and the families we serve, taking into account CDC guidelines.

The plan is designed to be flexible, so we can adapt and refine our response as needed. Willow Lake Day Camp will rely on guidance from the New Jersey State Board of Health, orders from the Governor's office and Jefferson Township. Willow Lake's procedures in enforcing compliance with all COVID-19 preventative measures and practices may be modified and revised as guidance changes.

## External Factors

- New Jersey permits recreational and childcare facilities to begin operations (currently have permission)
- Local health department gives clearance to open camp (currently have clearance)

## Internal Factors

- Staff are trained and prepared to operate under new operating guidelines and care for campers
- Program areas and camp spaces are ready to support physical/social distancing, as required
- Cleaning and sanitizing operating procedures are already in place and adequate supplies have already been purchased to properly execute
- We have purchased PPE supplies for staff use
- We have installed 50 sanitizing stations

## Willow Lake Family Commitment

- Family Health Survey
- Monitoring camper health
- Communicating with Willow Lake Day Camp openly about health concerns
- Following all policies and procedures to support a healthy community

# Reimagining a Safer Camp

Camp is potentially the safest place for children to be this summer. Camp is not a risk-free environment but increased safety procedures and policies have been created to minimize risk and provide campers with an amazing summer camp experience.

An increased element of risk is present all around us, everywhere we travel and with every interpersonal interaction. But children cannot be expected to stay home all summer. They will play with friends, visit extended family members and parents will take children to places they feel are safe. Only at camp will you find the reassurance that everyone has been health screened on a regular basis, socially distanced in consistent camper groups, supervised by caring staff and everything has been meticulous cleaned.

Willow Lake Day Camp provides a unique setting for children to feel normal. Set on 35 acres with unlimited outdoor activities and resources, our staff is committed to ensuring camp is the safest place to be this summer.



# At Willow Lake Dream Big

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## Camper Screening

  - ✓ Pre-camp online health & history questionnaire
  - ✓ Daily at-home health screenings by caregivers
  - ✓ Daily camp arrival symptom screening and temperature check
  - ✓ Health Monitoring throughout the camp day
- 

## Staff Screening

  - ✓ Pre-camp online health & history questionnaire
  - ✓ Daily arrival symptom screening and temperature check by Willow Lake Day Camp staff
  - ✓ Health monitoring throughout the camp day
  - ✓ Personal Protective Equipment (PPE)
- 

## Cleaning & Disinfection

  - ✓ Increased cleaning and disinfection protocols
  - ✓ Hourly cleaning and disinfection of each bathroom by a dedicated attendant
  - ✓ Cleaning and disinfection of all activity areas, equipment and supplies between each group
- 

## Handwashing

  - ✓ Mandatory handwashing/sanitization protocol between each activity period
  - ✓ Hand sanitizing stations will be located at all food service areas and every activity area
- 

## Reasonable Contact Reduction

  - ✓ Limited group sizes
  - ✓ Safe social distancing practices will be maintained between groups
  - ✓ Face coverings and masks will be worn on buses and in some situations on rainy days
- 

## Symptom Management Plan

  - ✓ Trained Medical Professionals will assess all persons with possible COVID-related symptoms
  - ✓ Quarantine facility will be established
  - ✓ Strict symptom management including isolation, communication, tracing, and post-illness protocol will be enforced.

# Group Size & Social Distancing

## GROUP SIZE & SOCIAL DISTANCING

### Safety Protocols



#### SOCIALLY DISTANCED CAMP FAMILIES

- Campers remain in socially distanced groups with about 15 campers and 2 to 3 staff in a family
- We will honor friend requests as per our regular policy



#### FAMILIES WILL NOT MIX

- Families will be required to maintain appropriate social distancing from other families
- Electives will not be offered



#### SAFE INTERACTION WITH EXTERNAL STAFF

- All staff who work outside of the family will be required to wear proper face coverings when closer than 6 feet

## What is a "Family"?

Campers will be organized into self-contained groups with dedicated supervisory staff who stay together all day, every day. **We will refer to these uniquely organized groups as "families".**

Families will social distance by not mixing or interacting with any other family during the camp day. Think of it as if a family will experience a "camp-within-a-camp" each day and stay together. Any other staff who interact with campers outside of the family, such as activity specialists or bus counselors, will wear proper face coverings according to the guidelines established by local authorities. (See "Face Coverings & Masks" section)

## Rainy Days at Camp

There are plenty of covered areas to keep campers dry and safe when a sunny day turns into an unexpected rainy day. However, there are a few days each summer when the forecast predicts significant rain. If campers need to be inside for more than 20 minutes, they will wear masks even when with their "camp family."

Similar to schools closing for "snow days," we added three "rain days" to the schedule this summer.

If we announced a "rain day," families would be notified by 6:30AM that morning. This decision would be made out of an abundance of caution as spending a majority of the camp day indoors would not promote our commitment to a healthy community and keeping camp outdoors this summer.



## Family Ratios and Staffing

A family is a self-contained group of campers who stay together all day, every day and will not mix with other families.

CAMPER AGE GROUP	APPROXIMATE # OF CAMPERS IN EACH FAMILY	SUPERVISORY STAFF
Pre-K	15 Campers	Sr. Counselor & Counselors
Kindergarten	15 Campers	Sr. Counselor & Counselors
1st & 2nd Grade	15-16 Campers	Sr. Counselor & Counselors
3rd - 8th Grade	15-17 Campers	Sr. Counselor & Counselor

- At least one staff member in each group is a **college student**.
- Each “unit” of families is overseen by a **teacher and/or parent** who oversees the care of these campers and communicates with campers, parents and staff.

**Pre-K:** 3-4 STAFF

**K - 3rd Grade:** 3 STAFF

**4th Grade & Older:** 2 STAFF

**Sr. Counselor:** Typically a college-aged adult who oversees a family and travels with them throughout the day.

**Counselor:** Typically a high school-aged young adult who assists with the care of campers within a family and travels with them throughout the day.

## How will this summer be different for campers?

Willow Lake campers are already accustomed to being a part of a camp group of their friends and counselors each day. The biggest change will be for older campers who previously had the autonomy to choose electives and options for activities that united campers from various groups with similar interests. Unfortunately, due to social distancing requirements and the need to minimize contact between people, we will once again not be able to offer electives this summer. Nonetheless, our camp program will continue to provide campers with a full schedule of age and skill-appropriate activities that make summer camp so much fun!

## Enrollment Session Requirements

We will once again be accepting a reduced number of campers this summer to ensure we are able to best follow all the guidance and restrictions given to us while still having an outstanding camp experience. As always campers will be placed in single gender groups (Pre-K is coed) by the grade they will be entering this fall.

Families must consider state mandated quarantines if they leave the state.



# Face Coverings & Masks



## Cloth Face Covering

Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions

**Intended use:** Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily.

- ✓ Campers on buses
- ✓ Specialists and Lifeguards
- ✓ Administrative and Leadership Team Staff



## Disposable Mask

Commercially manufactured masks that help contain wearer's respiratory emissions

**Intended use:** Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be replaced daily.

- ✓ Food service staff
- ✓ Facilities and maintenance team



## Medical-grade Mask (N-95 and KN95)

FDA-approved masks to protect the wearer from large droplets and splashes; helps contains wearer's respiratory emissions

**Intended use:**

- ✓ All medical team members

# Camp Program & Activities

At the heart of Willow Lake Day Camp is our variety of amazing activities led by a talented group of specialists. This is where the fun, engagement, friendships, learning and camp memories begin. Our program is an integral part of the camp experience and our team has been working hard to reimagine the process and make the experience as good as ever. We know campers are ready to enjoy the outdoors, connect with friends and have some fun!



## Activity Period Checklist

- ✓ All campers and staff members wash/sanitize hands when they arrive and depart each activity period.
- ✓ Cleaning and disinfection will be completed on all equipment and supplies before being used by another group.
- ✓ One group scheduled at each activity.
- ✓ Commonly touched surfaces: switches, sink knobs, tables, benches or handles, etc will be wiped down multiple times throughout the day.
- ✓ Staff members will increase spacing and physical distancing with campers when possible.

## Field Trips/Special Event Days

All scheduled day trips for 3rd grade and older are canceled.  
Special event days will be modified as needed.

## Activities For Summer 2021

There will be ten 35 minute periods to provide campers with sufficient time to sanitize their hands between periods. We will have detailed disinfecting and sanitizing protocols for each program area.

Creative & Performing Arts	Athletics	Waterfront and Outdoor Adventure
Candle-making Cooking Crafts Ceramics Dance Jewelry Legoland Studio Art Theatre Willow Zone Yoga	Beach Volleyball    Softball Basketball        Tennis Dodgeball        Walled Soccer Football            Wiffleball Four Square Gaga Hockey Kickball Lacrosse Pop A Shot Soccer	Adventure Parks    Super Science Archery            The Farm Beach                Tubing Boating Climbing Tower Fishing Mining Pedal Karts Skyland Skyrider Swim
<b>Activities Unavailable</b> Gymnastics Rocketry Wacky Art	<i>Note: Camp activities may be changed or could be unavailable based on the Board of Health guidelines.</i>	

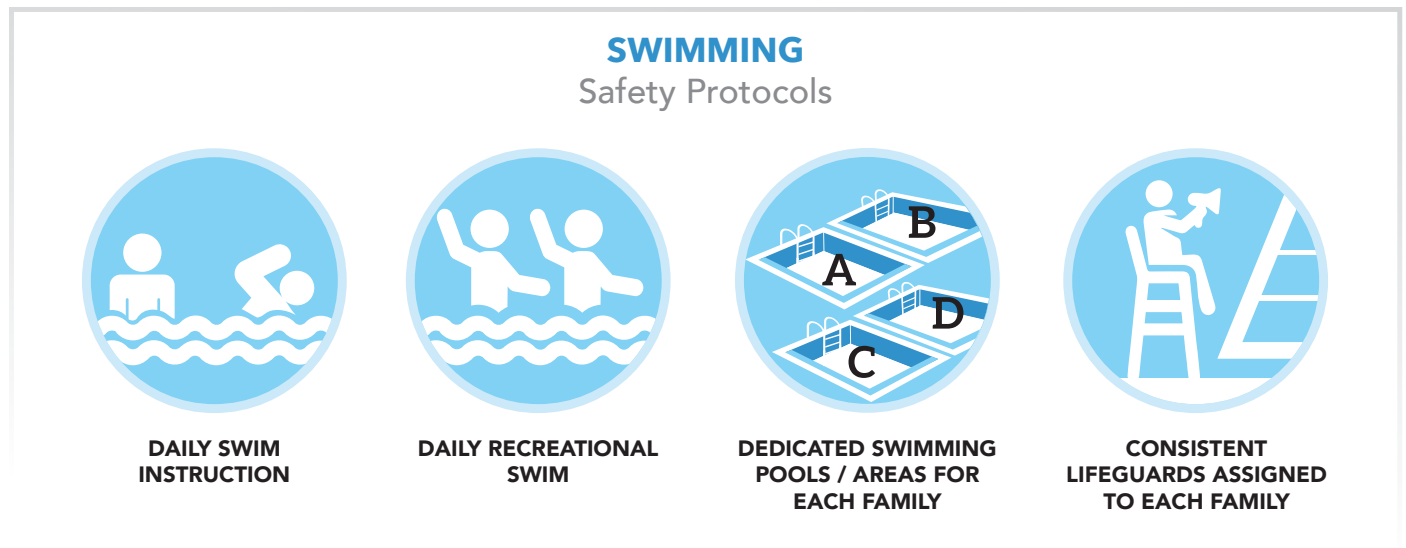
## Cleaning Procedures

Willow Lake Day Camp has always employed a team of dedicated staff to clean camp throughout the day and after each camp day. Our expanded designated team of cleaners will disinfect all program areas, bathrooms, office areas and common areas throughout the day.



# Swimming

The aquatics complex at Willow Lake Day Camp provides excellent flexibility to safely deliver a swim program in our 4 heated pools. We understand swimming is a favorite activity for many campers and an important part of the summer camp experience. Swimming pools have been deemed safe because the virus is not waterborne and pools are properly treated with chlorine. There is no current evidence that COVID-19 can be spread to people through the water in a pool or water play areas. In fact, chlorine kills COVID.



We will once again ask campers and staff to change for swim quickly and efficiently to limit the amount of time inside the changing rooms. Once at the pools, campers will be broken up into swim groups by skill level within their camp group. Each group of campers will work with a counselor and swim instructor during morning instruction. Campers will receive differentiated swim instruction based upon what they are working on to continue to improve their skills. Certificates will be sent home identifying when campers move up a swim level. Swim instruction will be adapted to safe COVID protocols. We are very confident our campers will successfully develop swimming skills.

# Transportation

## TRANSPORTATION

### Safety Protocols



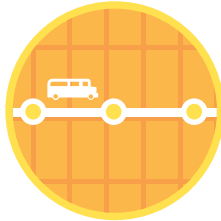
#### FULL-SIZE SCHOOL BUSES

- Full-sized buses will be utilized to ensure social distancing between campers.
- Car seats are not available.



#### REDUCED CAPACITY / SEATING

- Only one camper per bench; siblings will be required to share a bench.
- Campers in the same camp family may share a bench.



#### CENTRAL TRANSPORTATION STOPS ONLY

- No door-to-door pick up available.
- Central locations and pick up times will be assigned to each family by late May.



#### FACE COVERINGS/MASKS

- The bus driver and bus counselors will wear face coverings at all times while on the bus.
- Campers will be asked to use a face-covering when riding on the bus.



#### ENHANCED CLEANING & SANITIZING

- Buses will be cleaned and sanitized daily.

## Procedures for Morning Bus Transportation

1. Parents should temperature and symptom check children prior to leaving the house each morning.
2. Parents and campers should wear a face covering to the bus stop and social distance from other families.
3. Bus counselors will temperature check and health screen campers prior to them boarding the bus with an infrared thermometer. Anyone with a temperature of 100.4°F or higher will be prohibited from boarding a bus or entering the campus.
4. Campers should be sanitizing hands before leaving home and will again when they arrive at camp.
5. Families will receive bus assignments, locations and procedures as we get closer to camp.
6. Bus Day will take place on **Saturday, June 19th**. Details to follow in a separate email in late May!



## Parent Pick-Up & Drop-Off

Due to safety protocols, we are not able to allow parents to drive to camp. The only exception we will continue to make to this policy is if you live closer to camp than the nearest central transportation stop we are able to provide. We appreciate your understanding.

## Camp Visitors

The Willow Lake campus will once again be closed this summer to camp parents as it would not be prudent to have our traditional family visiting nights.

The theatre production (following COVID protocol) for 3rd-8th grade will be video-taped and a link will be emailed to parents of campers who participate.

### ***Approved Visitors Will Be Required to:***



have their temperature taken prior to entering camp. Anyone with a temperature of 100.4°F or higher will be prohibited from entering the campus.



wear a face covering and maintain a moderate social distance from all campers and staff members.

## Travel Advisory Policy





If your family makes travel plans anyplace that is on the New Jersey Quarantine List, Willow Lake requires the family to follow the most current NJ Travel Guidelines before your camper returns to camp. These guidelines entail a 10-day quarantine upon re-entry to NJ or completion of the test-out option. Your camper will be able to rejoin the Willow Lake community after these requirements have been met. As previously communicated, please notify us of any travel plans and send all travel-related test results to [fun@willowlakedaycamp.com](mailto:fun@willowlakedaycamp.com). There are no refunds for this missed time.

# Daily Lunch & Snacks

Willow Lake will continue to provide campers and staff members with daily hot lunch and snacks. Our menu (which can be found in the **Forms & Documents** section of your **My Willow Lake** account) continues to include options campers love and all the substitutes for campers to have a variety of daily alternatives.

## MEAL SERVICE

### Safety Protocols

 <p><b>HAND WASHING &amp; SANITIZING STATIONS</b></p> <ul style="list-style-type: none"> <li>• All campers will hand wash/sanitize prior to eating.</li> </ul>	 <p><b>OUTDOOR LUNCH SEATING</b></p> <ul style="list-style-type: none"> <li>• We are fortunate to have a large open-air lunch pavilion with plenty of space for each family to social distance.</li> <li>• Staggered lunch times will limit the number of families who eat during any period.</li> </ul>	 <p><b>MEALS SERVED INDIVIDUALLY OR CAFETERIA-STYLE</b></p> <ul style="list-style-type: none"> <li>• Campers will be called up to the "line" one "camp family" at a time where our food service staff will serve each camper individually.</li> <li>• Campers will be able to be called for seconds, thirds, etc.</li> <li>• Pre K and Kindergarten campers will have meals pre-plated for them and have all the same options available to the older campers.</li> </ul>	 <p><b>ASSIGNED LUNCH TABLES</b></p> <ul style="list-style-type: none"> <li>• Assigned tables will allow for adequate social-distancing between families.</li> <li>• Each group will have dedicated tables for the summer that will be sanitized before and after their lunchtime.</li> <li>• Each group will be appropriately spaced from other groups with the same lunchtime.</li> </ul>
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## Lunch

Daily Substitutes include a variety of sandwiches, bagels, pasta, salad and yogurt. Fresh fruit served daily with all meals.

## Snacks

Willow Lake will continue to provide morning snacks to campers in 1st grade and younger and ice cream to all campers at the end of each day.

## Allergy Awareness

We are a nut-free campus – peanut and tree nut products are not offered or permitted. Willow Lake will continue to meet the needs of campers with additional allergies/dietary restrictions but may allow campers to bring nut-free lunches based on our limited menu.

# What to Bring to Camp

We kindly ask parents to reduce the number of personal belongings that go back and forth between camp and home.

Prior to the start of camp, parents must drive all medications including Action Plans to camp at a pre-arranged, designated time. In order to ensure a smooth transition to camp, medications cannot be sent with campers on his/her first day.

## Suggested Packing List

- ✓ Every camper should wear a bathing suit to camp with a T Shirt, socks and sneakers.
- ✓ Campers should pack a change of shorts and underwear in their backpack
- ✓ One or two towels
- ✓ Comb or Brush (optional)

## Things to Stay in Personal Cubby Space

- ✓ Spray sunscreen (Cannot be lotion / Camp does not provide sunscreen)
- ✓ Facestick
- ✓ Extra set of clothes in marked zip lock bag (Pre-K and Kindergarten campers only)
- ✓ Flip flops or Crocs (water shoes)
- ✓ Goggles for pool (campers are not allowed to borrow from friends or lost and found)

## All Personal Items Must Be Labeled

Please label all personal items with your child's name.





# Symptom Management Plan

## SYMPTOM MANAGEMENT PLAN



### CAMP MEDICAL TEAM

- Camp medical team comprised of Registered Nurses.
- Camp medical procedures and protocols reviewed by the camp physician.



### DAILY SCREENING

- All staff will be trained in recognizing signs and symptoms of communicable disease.
- Testing Protocols developed in partnership with state and county health authorities.



### COMMUNICATION

- Follow all reporting guidelines to the Board of Health.
- Alert families and staff members immediately of any potential exposure.



### SYMPTOMS & TRACING

- Collaboration and partnership with the Board of Health quarantine protocols.

## Screening Questions & Symptoms

### COVID-19 SCREENING QUESTIONS

- 1 Do you have a sore throat, fever, body aches, cough or difficulty breathing that is new?
- 2 Have you, or a person within your household traveled outside of the region or United States within the past month?
- 3 Have you cared for or lived with a person who tested positive for COVID-19?
- 4 Have you been tested for COVID-19 in the past 14 days and are you waiting for the result OR was the result positive?
- 5 Do you work at a skilled nursing facility OR assisted living that has a concern for COVID-19?

### COVID-19 SYMPTOMS

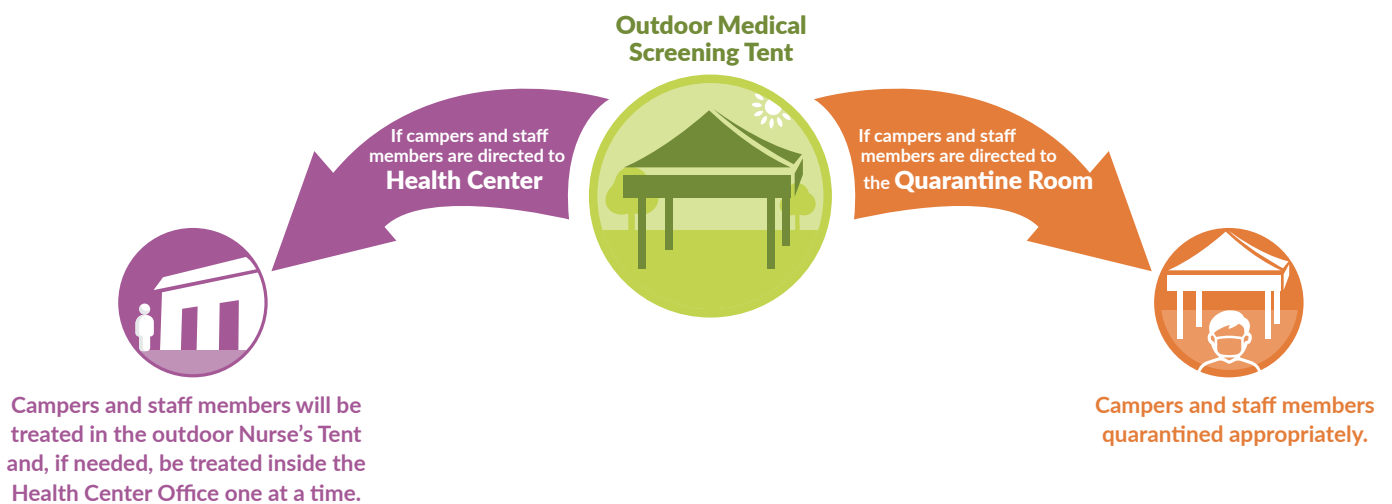
Cough  
Fever  
Shortness of breath  
Muscle aches  
Sore throat  
Unexplained loss of taste or smell  
Diarrhea  
Headache  
Fatigue

## Medical Staff & Nurse's Station

Any camper or staff member who needs to see the nurse this summer will first go to the "Medical Screening Tent". Based on the camper's or staff member's needs, they will be directed to either the Nurse's Office or Quarantine Room. At the medical screening tent a temperature check and assessment of symptoms will be performed by a medical professional.

### Medical Screening Tent Procedures

An outdoor waiting area will be designated and campers will be socially distanced.



### Health Center

All minor injuries such as bumps, bruises, cuts and scrapes that may occur during the camp day will be treated at either the nurse's tent or the Health Center Office. Any campers who require daily medication or assistance with health aides should report here.

*\*Nebulizing of any camper must occur outdoors in sunlight, if possible, to avoid mist spread.*

### Quarantine Room

Persons with possible COVID-19 symptoms requiring medical attention to be further assessed by a Registered Nurse.

#### **Quarantine Room Procedures:**

1. Camper and staff members will be evaluated by a registered nurse.
2. Health Center staff will have available PPE in good supply for discretionary use.
3. Health Center staff will immediately call caregivers to share that a camper is in the quarantine room and discuss next steps as necessary.



## Symptom & Testing Management Plan

### *What happens when a camper or staff member develops COVID-19-like symptoms while at camp?*

- Persons with possible COVID-19 symptoms will be directed to the quarantine room where they will be further assessed and monitored by an adult while awaiting transport home. Staff who self-transport who are physically able to drive, may be escorted to their car with proper PPE worn by both ill staff member and escort. The escort must wear an N-95 mask.
- Persons who have been sent home due to possible COVID-19 infection may return to camp when they provide negative COVID-19 antigen test results AND symptoms have resolved.

### *What happens when there is a COVID-19 Positive Diagnosis?*

If a camper or staff member reports they are COVID-19 positive, Willow Lake Day Camp will maintain the confidentiality of the individual at all times while mitigating the situation. The case will be reported to the proper health authorities and all families and staff of the individual's family (and bus if applicable) will be notified immediately. All facilities that the individual came into contact with will be deep cleaned and disinfected per CDC guidelines.

**Willow Lake Day Camp will abide by all current (meaning most recent) New Jersey Department of Health guidelines and protocols.**

### *What is the definition of a "Close Contact"?*

The CDC defines close contact as interactions within 6 feet for more than 15 minutes. Contact tracing will be carried out by trained staff in conjunction with the local health department.

### *What is the definition of a "Proximate Exposure"?*

A proximate exposure is defined as interactions greater than 6ft from an infected individual within a shared space.

### *2021 Case of COVID Refund Policy*

- If a camper is infected with COVID outside of camp, the normal camp refund policy is in place. The family can also swap weeks instead of a credit as long as there is space and they meet the quarantine time frame guidelines.
- If a camper is infected with COVID due to an interaction at camp, we will issue a refund or a credit (family choice) for the mandated quarantine period. The family can also swap weeks instead of refund/credit as long as there is space and they meet the quarantine time frame guidelines

# Camp Signage

## Posters

