

Health & Social Distancing Plan for No School Day Camp: Policies & Procedures

Check-In/Check-out Procedures

Check-in and check-out will take place outdoors on CREATE's porch. If there is a line to check in, people must remain at least 6 feet apart while waiting for their turn. Once a participant is checked in, they will be directed through the main entrance to the building, as the program will take place in CREATE 2, our second suite in the building. Parents must remain outside, and may not enter the building without permission.

At check-in, all participants will have their temperature checked and recorded daily. Any participant registering an elevated temperature will have their temperature checked a second time after a short wait. Participants with elevated temperatures or other symptoms will not be permitted to attend the program that day.

All parents will be required to complete a Program Checklist & Disclaimer Form, and a Program Health Form. The forms must be completed and submitted to CREATE one week before the first day of the registered session. Both forms **MUST** be completed in order for children to participate, and separate forms must be completed for each child.

- [CREATE Program Checklist & Disclaimer Form](#)
- [CREATE Program Health & Screening Form](#)

All participants must arrive with their own face masks. Any participant arriving without a face mask will not be allowed to enter the building. Additionally, each participant must bring a reusable water bottle, a bag lunch that does not require refrigeration, and a snack. **All food must be completely NUT FREE.** *[Please note: children will no longer have access to the water cooler. A staff member will refill water bottles, but for sanitary purposes we will no longer be providing cups. **Reusable water bottles are required.**]*

At pick up time, parents will remain on the porch while staff members bring their children out of the building. Parents who need to pick up their children early must wait on the porch as well.

Social Distancing Procedures

No School Day Camp will consist of one group of no more than 8 children (less than 50% of regular group capacity), one teaching artist, and one supervising staff member. The program takes place in CREATE 2, the large separate studio space down the hall from CREATE's main suite.

Tables will be separated and seats will be placed 6 feet apart. Participants will be assigned seats to use throughout the camp day. Children will not be allowed to rearrange their seating assignments or to move chairs closer together. Siblings will be placed at the same table.

Please note: Participants are expected to follow our safety and social distancing rules and procedures. Parents will be required to immediately pick up participants who are unable to follow procedures, or who have other disciplinary issues. For repeated infractions, participants will be permanently removed from the program for the remainder of the session, with no refunds given for the remaining days.

All participants, teaching artists, and CREATE staff will wear masks during the program day. Masks may be removed during the lunch period, but will be required to be put back on when the lunch period ends.

Participants will be given a dedicated set of art materials and may not share art supplies amongst each other. If a participant requires additional materials, a staff member will provide them with the needed supplies.

Restroom Procedures

CREATE shares restrooms with all first floor tenants in our building. In order to minimize exposure, our bathroom procedures have been amended. Staff members will escort participants to the bathroom in pairs. The middle stall in each bathroom (there are 3 stalls per bathroom) will remain empty in order to facilitate appropriate spacing. Participants will wash and sanitize their hands thoroughly when finished. CREATE staff will ensure that no other people (staff, building tenants, etc.) enter the bathrooms while in use by participants. Bathrooms are cleaned daily by building management.

Cleaning Procedures

CREATE takes very seriously the need to keep our space cleaned and disinfected. At the end of each program day, our space will be thoroughly cleaned, with all tables and chairs being wiped down and disinfected, along with door handles and other high-touch areas. Additionally, staff members will come around throughout the day to perform spot cleaning as needed, including before and after lunch.

All participants will be directed throughout the day to wash their hands or use hand sanitizer. Daily, we will review hand washing and sanitizing procedures, and will provide hand sanitizer at each table. Additionally, we will review the proper way to wear masks, including the proper way to remove them for lunch and to safely put them back on.

Illness Policy

Any participant who shows any signs of illness during the program day will be removed from their group by a staff member, and must be **immediately** picked up by a parent or guardian. Any participant who has been exposed to COVID, or who has a family member exposed to COVID or showing COVID symptoms, may not return to CREATE until they have been cleared by a healthcare provider.

Per the Maryland Department of Health regulations, if a participant is found to have a confirmed or probable case of COVID, members of that participant's group will need to quarantine following CDC guidelines, and may not return to CREATE until the quarantine period has ended, and the participant has obtained clearance from their primary care physician.

Additionally, in the event of a possible COVID exposure, CREATE's space will be immediately given extra deep cleaning and disinfecting.