

## Helping Hands, Inc. Summer Respite Camp - Health and Safety Plan

### Camp Helping Hands

Helping Hands will be running the 2021 Summer Program at half capacity and all or most activities will be based at the Cape May house in New Jersey. We will run 10 weeks through the summer, Sunday through Friday each week. Community outings and exposure to the public will be limited. All community activities will be reviewed/pre-approved by the Program Director to ensure it is an appropriate and safe activity, providing ample space for social distancing and following appropriate safety protocols.

Below are the guidelines we will be following, along with any CDC, state or county guidelines that may change over the course of the summer. We will continuously check the Cape May County Covid-19 dashboard to ensure that things remain at or below the moderate risk level. If the risk level rises to the substantial range, the Helping Hands, Inc summer program will stop running until it is safe to do so again. Families and caregivers will be notified as well as information being posted on our Facebook and website.

The Helping Hands, Inc. Summer Program does not share space with any other members of the public/community. The designated person for anything Covid-19 related will be Jaimee Scott or the CEO, Bruce McWaters if Jaimee is not available. Helping Hands, Inc. also has two designated administrative staff to enter any necessary Covid-19 tests or results into HRST/EIM.

#### Staff and participants:

- All staff and participants will be fully vaccinated and must provide proof of vaccination. They must also be tolerable of mask-wearing whenever necessary (in the community and/or when social distancing is not possible). They must also be able to answer “no” to all screening questions. Families/caregivers will report to the Program Director if they have tested positive for covid-19 or if they've been in contact with someone who tested positive or has covid-19 symptoms. If this information is discovered after departure to New Jersey, families/caregivers will be instructed to report via phone call to the Program Director Jaimee Scott via the Shore House phone, or the designated Helping Hands Summer program cellphone.
- We will be running on 50% capacity; 6 participants per week. Each week brings a completely new set of participants, staff will remain the same the entire week.
- The physical layout of the house provides enough space to divide participants to 2 per bedroom. There will be at least 6 feet between beds. Physical barriers and/or dividers will be used if necessary.
- All participants' personal care items will be kept separate from others and will not be left in communal spaces throughout the house.
- Every staff member and participant must have a temperature lower than 100 degrees each morning and each night.
- In the event of any staff member or participant showing any symptoms indicative of Covid-19, they will immediately be isolated in a separate bed room or blocked off area until an arrangement can be made for transportation back to Pennsylvania. Transportation via their family/caregivers would be preferred, but if that is not at all possible, participants will be transported in an agency vehicle. If aforementioned staff or participant tests positive for Covid-19 after showing symptoms, all participants will be transported home and the shore house will not open until it has been properly disinfected and all appropriate measures have been taken to secure the health and safety of the house. All staff and participants will be asked to self-quarantine upon return to their own houses.
- In the event of the above situation (a positive covid-case) all families of participants will be notified via phone call.

- The isolation area will be a bedroom and bathroom located in our unattached garage that will be designated only for anyone should they start showing symptoms. This isolation area will be cleaned after the individual is transported home in case it is needed again.
- During meal time, participants will social distance and all dishes will be cleaned/disinfected between use. Only staff will serve food individually to each participant.
- Participants will be encouraged to social distance in communal spaces throughout the house.
- If staff are showing signs or symptoms of Covid-19, they must wait to return to work until the CDC guidelines allow them to return.

#### Sunday arrival:

- All staff will take their temperature and wash their hands upon arrival on shift prior to participants' arrival. As stated above, any temperature above 100 degrees will result in dismissal of staff. Any signs or symptoms will also warrant their dismissal.
- All participants will be asked to remain in their vehicle until a staff member confirms they have a temperature under 100 degrees and go through the Covid Screening Process (See below)
- In order to safely and effectively ensure that all participants are socially distanced as much as possible, we will only allow people in the building one at a time and only when absolutely necessary, after completing our screening process.

#### Friday return:

- All participants and staff will again take their temperature and ensure they are not experiencing any symptoms upon their return.
- All vehicles used that week will be disinfected before next use.

#### Cleaning:

- Overnight staff will follow a cleaning and disinfecting list nightly and day-time staff will also follow this list to ensure the house is cleaned at least 2 times a day. Commonly used surfaces and shared objects will be cleaned between use. This cleaning will include sinks, water faucets, showers, and other commonly used water systems.
- Participants will be directed to wash their hands every hour. Hand-washing will also be required after touching of face/mouth/nose/eyes, after bathroom use, before and after eating, after coughing/sneezing/blowing their nose, and after being in a public place. Participants will be reminded to cough/sneeze into the fold of their arm or a tissue if readily available.
- Participants and staff will be required to wear a mask if any unvaccinated person would enter the house, otherwise we will follow CDC guidelines stating that a group that is completely vaccinated will not need to wear masks while indoors. Masks will be worn by both participants and staff when any group leaves the house. CDC guidelines will continue to be followed if/when they change.
- There are two bathrooms within the house which will allow for one bathroom to be cleaned after use while the other remains open for use if needed.
- Hand sanitizer will be available in common rooms for staff and participants when hand washing is not readily available.

- The house will be equipped with an abundance of gloves, cleaning wipes, cleaning sprays, paper towels and all other necessary EPA certified supplies.
- Posters will be hung throughout the house encouraging proper hand washing and social distancing, how to avoid the spread of germs, telling a staff person or caregiver if you feel sick or unwell, and specific symptoms to look out for. There will also be large stickers/posters around the house reminding participants and staff to remain 6 feet apart.
- The house will be ventilated via open windows and screen doors. When it is unsafe or not ideal to open doors and windows, ceiling fans will be used to circulate air and air purifiers will be present/on throughout the house.

Training:

- All staff will be trained on Covid-19 signs and symptoms and any Covid-19 procedures relevant to the summer program.
- Upon arrival to the house, participants will have a sit-down meeting with all staff to go over anything Covid-19 related of which staff have previously been trained.

## **Helping Hands, Inc.**

### **COVID-19 Screening Procedures for Arrival to Summer Camp Registration at Helping Hands, Inc.**

The following screening has been implemented to combat the COVID-19 Virus. The following is effective immediately and will remain in place until rescinded by the CEO of the agency.

Any individual who enters Helping Hands, Inc. facility located at 415 Hoffmansville Rd, Bechtelsville PA is required to participate in the following screenings prior to entering the building:

- All individuals must have their temperature taken. Any individual with a temperature of 100 degrees or higher will not be permitted to enter the building or attend their scheduled summer program week.
  
- All individuals will be asked the following: Do you have any respiratory symptoms such as new/worsening cough, shortness of breath, sore throat, diarrhea, chills, repeated shaking with chills, muscle pain, headache, new loss of taste or smell, nausea or vomiting, fatigue, congestion or runny nose? Are you feeling ill? If the individuals answer to any of these questions is yes, the individual will not be permitted to enter the building or attend their scheduled summer program week.
  
- All individuals will also be asked the following: Have you been diagnosed with, have a test pending for, or been told by a medical professional that you may have COVID-19? In the last 14 days, have you had potential exposure to COVID-19? If the answer to any of these questions is yes, the individual will not be permitted to enter the building or attend their scheduled summer program week.

These screening questions will take place outside of the building before participants exit their vehicles. The entrance doors to our building will be locked to ensure no one enters before completing this screening process. If there are any discrepancies as to the accuracy of a participant's temperature, the participant will remain in their vehicle and their temperature will be taken again after 5 minutes with a new thermometer. If there is still an elevated temperature, we will wait another 5-10 minutes to retake it. That will be considered the final reading and will determine the next step.