

Sanford Parks and Recreation
Camp/Program Operations Guide and Parent Handbook

Hello Parents, we wanted to thank you for your continued trust in our programs. After a very successful year of camp in 2020, we are resuming our watch over the state guidelines, speaking to numerous other municipalities, talking to our camp staff and have confirmed with our city council, that we will “Move Maine Forward” as the Governor has requested. We have decided that we will be running summer camp again this year. We feel confident our staff can and will adhere to the newest and latest guidelines that have been laid out by the state. We know that our working parents are grateful and looking forward to bringing their children to Sanford Parks and Recreation. Please be aware that **our “new norm” is just that. Based on current knowledge, a close contact is someone who is within 6 feet of an infected person for at least 15 minutes. Staff will limit the number of minutes for close contact.** There will again be much hand washing and **disinfecting of balls and equipment.** Children will need to be spaced out as much as possible and will be required to wear masks only when indoors or on the bus – No Masks when Outside as social distancing will be our standard. Our staff will be taking time out of their day to clean/disinfect high touch areas such as door knobs and bathroom sinks. Field trips will be minimal and abide by the rules encouraged for transportation (during the summer one day a week camp will take place at Springvale Recreation area). That being said, we’re working with staff to come up with some new and fun activities that enforce social distancing. Nature walks, scavenger hunts, individual arts/crafts projects, dancing, music, individual competitions such as shooting/dribbling contests and word games will become commonplace. Below you will find our updated operations guide – Please read it and let this help you decide if our camp is right for your son/daughter. Do not hesitate to email or call with any questions. Keep in mind, our policies may be changed/updated as new information becomes available.

Thanks again, stay well

Sanford Parks and Recreation

Sanford Parks and Recreation Camp/Program Operations Guide and Parent Handbook

*This is an ever-changing document as more information becomes available

Given the current Federal and State limitations surrounding COVID-19 the following plan is in preparation of restrictions per the State of Maine's re-opening plan. Summer Day camps/Vacation Camps/Programs are permitted to open, continued social distancing whenever possible and the wearing of masks when indoors. Avoid touching your eyes, nose, and mouth. Avoid close contact with people who are sick. Stay home if you feel ill.

Summer Camp Timeline – see description of camp program

Appendices

- Updated waiver (Page 6)
- What to Bring to Camp Each Day (Page 5)
- Staff resource (how to speak to campers about Covid and sample games using social distancing) (Pages 7-9)
- Day Camp Sample Camp Day Agenda (Page 10)
- Springvale Playground Camp Sample Agenda (Page 11)
- Sample Camp Week Agenda (Page 12)
- CDC Wash Your Hands Poster (Page 13)
- CDC Stop the Spread of Germs Poster (Page 14)
- CDC How to properly wear a face covering (Page 15)
- Incident Report Form (Page 16)
- Daily Camper Sheet (Page 17)

Locations

Some camps/programs will be limited to 75% in attendance per executive order May 24 Moving Maine Forward. Gatherings of 100% are permissible for outdoor gatherings per approval by the Governor.

- See description in program offering

Facilities and Playgrounds/Rec Area will be kept clean and sanitized by staff on a daily basis. Emphasis will be placed on high touch areas such as door knobs, bathroom sinks and paper towel dispensers.

Springvale Swimming area water will be monitored as it is every summer for high counts of eosinophils due to excessive heat waves.

Communication

Sanford Parks and Rec will continue using the following for communication - White Boards, Flyers, Emails, Texts, Phone Calls. Camp drop off and pick up are prime opportunities for staff to talk with parents regarding any new information regarding camp business, camper behavior, etc. Parents, please make sure we have an up-to-date phone number and email on file

Education

Sanford Parks and Recreation promises to promote healthy hygiene practices among campers and staff. A review of hand washing, and covering coughs and sneezes. Teach and reinforce use of face coverings at times when physical distancing is not possible. Frequent reminders to not touch face coverings and your face. Handwashing/Hand sanitizing upon arrival, prior to snack, lunch and snack and after play structure use/equipment use.

Signs will be posted regarding the spread of COVID-19, proper hand washing, and properly wearing facial masks at each Sanford Parks and Rec summer camp location.

Educational materials will go home with each family regarding the safety precautions being stressed at all Sanford Parks and Recreation Summer Camps.

A HEALTHY CAMP BEGINS AND ENDS AT HOME!



A healthy camp really does start at home. Here are some things you can do to help your child have a great camp experience.

1. If your child is showing signs of illness such as running a temperature, throwing up, has diarrhea, nasal drainage and/or coughing/sneezing, keep the child home and contact your camp director. This greatly reduces the spread of illness at camp but also supports your child's recovery.
2. Teach your child to sneeze/cough in his/her sleeve and to wash his/her hands often while at camp, especially before eating and after using the bathroom. Teach your child to accompany hand washing with another behavior: keeping their hands away from their face.
3. If your child has mental, emotional, or social health challenges, talk with a camp staff member before camp starts. Proactively discussing a camp's ability to accommodate a child can help minimize - if not eliminate - potential problems.
4. Make sure your child has and wears appropriate close-toed shoes for activities. Talk with your child about wearing appropriate shoes to avoid slips, trips and falls that, in turn, can result in injuries such as sprained ankle.
5. Mornings can be chilly and afternoons get quite hot so make sure your child has the clothing needed to be prepared for the day. Child should have a bathing suit, towel, sunscreen, lunch, snacks, and water bottle each day. Teach your child how to apply his/her sunscreen.
6. Fatigue plays a part in both injuries and illnesses - and camp is a very busy place! If your child is going to a day camp, please be sure they get enough rest at night.
7. Talk with your child about telling their counselor or camp director about problems or things that are troublesome to them at camp. These helpers can't be helpful if they don't know about the problem.

Policies and Procedures outlined by Maine CDC to be followed by Sanford Parks & Recreation
https://www.maine.gov/decd/sites/maine.gov.decd/files/inline-files/COVID%20Checklist%20for%20ME%20Phase%202%20Day%20Camps_0.pdf

Health – Screening and Preventing Covid-19

Please do not bring your child to camp if they feel sick or are showing any signs/symptoms of Covid-19.

Staff will be asked to take a body temperature each day before arriving to work in helping with the spread of sickness.

Facial coverings are required only when indoors. Sanford Parks and Rec will provide staff with facial coverings. Parents, please work with your primary care provider to determine if camp is a reasonably safe option for your camper considering the Covid exposure risks. Staff must also take into consideration the risks of Covid 19– people over 65, people with serious underlying medical conditions such as chronic lung disease or moderate to severe asthma, people who have serious heart conditions, people who are immunocompromised, people with severe obesity, people with diabetes, people with chronic kidney disease undergoing dialysis, and or people with liver disease.

Participant's temperature will be taken immediately upon arrival. If a participant's temperature is above 100.4, they will not be allowed in the program that day. A Camper may return after 48 hours of being fever free. Temperature will be taken for any campers that don't feel well throughout the day. Any camper who has a temperature above 100.4 will be placed in a classroom with 1 staff member and parents will be called immediately for pickup.

Upon arrival, staff will ask parents if child has any Covid-19 symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Hand washing or hand sanitizing will be required upon arrival, before morning snack, before lunch, and before afternoon snack. Approx. every 2-3 hours. We will do our best to keep the children outdoors so that physical distancing is not an issue.

Drop-Off Procedure

Please see description in program offering for drop off and pick ups.

At drop-off we will take campers temperature. If a camper's temperature is above 100.4 they will not be allowed at camp that day. Camper may return after 48 hours of being fever free.

Staff will ask parents if child has any Covid 19 symptoms

Please put sunscreen on your child before arrival

Pick-up Procedure

Please do your best to stay right at the check in table as staff will help the camper collect all belongings and bring them to the desk for dismissal.

Food Service

Sanford School Dept will be offering breakfast and lunch program to campers. They will determine the period in which they serve breakfast and lunch. Staff will clean and disinfect tables after breakfast and lunch. Breakfast and Lunch will be eaten outside as much as possible with campers using their towel as a blanket to help enforce social distancing. No food during vacation week camps – Send your camper with snacks, drinks and lunch.

Cleaning and Disinfection

Staff will clean and disinfect all facility areas on a regular basis, including at the end of each day. Special attention will be given to “high touch” areas including door handles, bathrooms and drinking fountains. Shared objects such as sports equipment, arts/craft supplies and other games will be disinfected in-between uses. Playgrounds will be sprayed/disinfected either each morning or in-between uses.

Bathroom Process: Campers will use the bathroom facilities one person at a time. Campers will be educated and reminded to wash hands after using the bathroom.

Activities

Directors/Asst. Directors for each camp have a good grasp on activities to keep the children from getting bored at camp. Each is aware of the distancing that is asked of and will do their best to achieve that with the limited numbers of campers allowed to register for camp provided the space they are given to work with. All Directors/Asst. Directors are aware of the disinfecting procedures that need to take place regarding the shared equipment/game balls/game pieces. Disinfecting will take place at lunch as well as at the end of the day.

Parents must provide a mask to wear to camp. We will however allow for more activities and games that adhere to social distancing guidelines such as arts and crafts, stem projects, nature walks, dancing, scavenger hunts, etc. A list of social distancing games we will be running is below

<https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing>

Campers and Staff

Camper and staff member belongings will be separated from others and in individually labeled baskets, or areas. Campers will each be given a basket for their belongings to stay in for the day/summer. Names will be on the baskets so that the children get the same basket every day. Please label your campers items as that helps us determine the owner. Staff will encourage touching of own items only. Please minimize what your camper brings to camp – please keep extra toys, games, stuffed animals at home

Staff will encourage as much outside play as weather allows while adhering to social distancing guidelines. Campers/Program participants will sign up for the entire program, so no new participants will be introduced during the 7 week time frame. Open play and large group interaction will be kept at 6 feet distancing. **Based on current knowledge, a close contact is someone who is within 6 feet of an infected person for at least 15 minutes. Staff will limit the number of minutes for close contact.**

Sanford Parks and Recreation will do their best to keep the same staff on at each camp. There are times however that substitute staff may be called to cover during staff vacations, sick days, appointments, etc.

Transportation/Field Trips

This will depend on transportation guidelines along with establishment regulations.

Each camp will have 1 day a week at Springvale Rec Area. Day to be determined. Pickup and dropoff guidelines will be followed at Springvale Recreation area. *We will NOT be transporting children to and from the Springvale Recreation Area.*

PPE Plan for Staff

Sanford Parks and Recreation will provide staff with a facemask.

Parents must provide a mask for their child.

Supplies List

Sanford Parks and Recreation will provide each camp with adequate supplies to promote healthy hygiene including hand soap, sanitizer, tissues and other cleaning supplies as deemed necessary.

Procedure if symptoms are shown – Communication to all parents that a camper and/or staff member has shown symptoms. Camp will continue as planned until case positive case is confirmed. Sanford Parks and Recreation will notify local and state health officials immediately of a possible case and communicate with families while maintaining confidentiality. Communication will remain open for all responses regarding covid-19 concerns. A phone number for staff and families for self-reporting of symptoms and notification of exposures and closures will be offered.

Procedure if confirm case – If any camper or staff member tests positive for Covid-19, the infected camp will be shut down for the remainder of the week to disinfect camp. Camp will resume the following Monday.

What Your Camper Should Bring Every Day:

- Sunscreen (preferably spray)
- Snacks **(at least 2 please!)**
- Water
- Towel
- Bathing suit
- If you would feel more comfortable sending your child with their own art supplies for them to use during arts and crafts, feel free to do so. We do not require campers to have their own supplies.



Participant Release/Assumption of Risk Agreement/Agreement to Indemnify & Hold Harmless

Each person signing below understands that participation in the City of Sanford ("City") program, activity and/or special event can involve the risk of damage, illness (including communicable diseases such as MRSA, influenza and COVID-19), and injury, including permanent disability and death, to both people and property, and while particular rules, equipment and personal discipline may reduce these risks, the risks do exist.

Each person signing below understands and agrees that the City, its agents, officers and employees, accept no responsibility, and will not be liable, for any injury, illness, harm or damage to his/her person or property (including, but not limited to, injury, illness, harm or damage caused by negligence of the City, its agents, officers or employees) occurring during or arising out of participation in any City program, activity and/or special event.

To the fullest extent permitted by law, each person signing below agrees to assume all risk of injury, illness, harm or damage to his/her person or property arising during or in connection with said City program, activity and/or special event.

Each person signing below hereby releases and agrees to indemnify and hold harmless the City, its agents, officers and employees, from any and all liability, actions, damages and claims of any kind and nature whatsoever for any injury, illness, harm or damage to his/her person or property (including, but not limited to, injury, illness, harm or damage caused by negligence of the City, its agents, officers or employees) that may arise or occur during or in connection with said program, activity and/or special event.

Each person signing below hereby grants the City consent to record, videotape and photograph his/her or their child's image and/or voice (collectively "digital media") to be used with or without his/her or their name(s) and for any lawful purpose, including, for example, such purposes as publicity, illustration, advertising, and web-based publications, all without compensation.

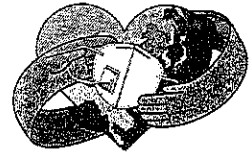
Print Participant Name

Print Minor Name (under 18)

Signature of Participant
(if under 18, must be signed by Parent or Guardian)

Date

Summer Camp 2021



What Can We Do About COVID-19?

With all of the changes going on around us, we are beginning to know and understand the “new norm”. How can we keep our kids safe and healthy? It is important to keep in mind the rules about social distancing, hand washing, and other guidelines that the state has set for us to follow. This can be hard to explain to kids, so here are some tips to help kids understand the situation going on.

- Have an open dialogue with your campers (and parents, too!) about how camp will look. Be sure to answer all questions that they have! This could even be in the form of a skit where the staff shows the campers how to social distance and wash their hands.
 - Having an open dialogue with children can be tough. Here are some things you can say to ensure the safety of campers:
 - “I know that washing your hands and social distancing isn’t fun, but I’m really proud of you for being so brave. Thank you for helping and keeping our camp safe!” Remember the 15 minute rule!
- Make sure to remind the campers about how serious this can be, but also don’t scare them. They should know that camp is a safe place to be if we all follow the protocols correctly!
- Keep in mind that some children might be very scared about the virus because of what they have heard about it. Make sure to create an open space where the campers feel safe to talk to staff about if they are not feeling well.

Tips for Keeping Campers Safe

- Campers should sanitize or wash their hands before and after playing. They should also sanitize their hands before they eat.
- No camper should come into camp with a fever or any other symptoms of COVID-19. Campers who develop symptoms or a temperature throughout the day should be isolated until they are picked up.
- Try to use more plastic toys and avoid using toys that are cloth or fabric. Toys that are plastic are easier to clean and sanitize.
- Sanitize equipment and furniture before and after each use.

How Can We Get Kids Excited About Social Distancing?

- Encourage kids to keep a “personal bubble” and try to explain to them that if their bubble is popped, there might be a consequence! (This could be something as simple as push-ups, Sit-ups, a lap around the field, etc.) This makes it more of a competition rather than a protocol.
- Involve your campers! Most kids love to help out adults. Encourage them to help sanitize and help younger kids wash their hands. It will make them feel more helpful and in charge! (With this one, just make sure it is an older kid who knows the protocols and procedures for sanitizing.)

- Have small incentives for kids that you see practicing safe social distancing! This could be something like stickers or candy that makes kids excited about keeping their distance from one another.

Social Distancing Games and Ideas

- Tag
 - The game of tag can be easily modified by making sure that the kids don't touch each other with their hands! One way to do this is to have the kids play tag with pool noodles or water balloons. This helps the kids keep a six foot distance and it's fairly inexpensive.
- Hide and Seek
 - This is a simple game that follows the rules of social distancing. As long as campers are not hiding in groups or tagging each other, this game can be played safely!
- Kickball
 - Kickball can be modified so that it only uses feet instead of hands! Encourage your kids to use only their feet by kicking the ball instead of pitching it, and fielding the ball with their feet! Not only will this be a fun challenge for them, but it will keep them safe from germs spread by everyone touching the same ball.
- Olympic Games
 - For campers that love some competition, this is a great activity for them. Since campers will already be split into groups of 7-9 kids, these will be their teams. There will be different Olympic events that the teams will participate in and win points for. Some examples are:
 - Who can throw the ball the farthest (everyone has their own ball)
 - Foot races
 - Water balloon toss - who can throw it to their partner without it breaking
 - Long jump- who can jump the farthest
 - Obstacle course- who can do it the fastest
- Minute to Win It
 - These are some games that are cheap to play and to modify! "Minute to Win It" games are quick games that can be played from any distance. These games will be played individually, so the supplies would have to be sanitized in between uses. Some examples are:
 - Seeing who can keep a balloon in the air for one minute (six feet apart)
 - Seeing who can build the biggest house of cards in one minute.
- Word Games
 - Word games are simple and can be modified for social distancing protocols. These also encourage children to use their knowledge of English during camp! Some games that can be modified for social distancing are:
 - ABC words- each child comes up with a word for a letter of the alphabet (one child starts with a, the next with b, etc.)
 - Build a story- Campers take turns adding sentence on to a story one by one, creating a silly story.
 - Hangman- This can be played from a distance as long as the writer sanitizes the writing utensil after each use or everyone has their own marker.
- Obstacle Course

- Most campers love obstacle courses, and these don't need much modification. Ensure that all things are on the ground and that the campers are only using their feet. This could include jumping through hula hoops, walking across beams, hopscotch, etc. The other kids can watch from a distance!
 - To add some competition for older kids, try timing each trial and see who can do the course the fastest!
- Hop, Skip, Freeze!
 - This is a great game to play because it requires social distancing. One of the counselors will play music, and when the music starts the campers will hop and skip around. If campers run into each other, they are out! Campers will freeze when the music is changed or stopped, but they have to stand on one foot! This makes the game a bit more challenging. Campers who move during the freeze period are out!
- Go Find It
 - This is a game where a counselor or camper hides something specific and everybody knows what that thing is, but they don't know where it is hidden. The object should be in plain sight. When campers find it, they do not touch it, but they go sit down and wait for others to find it as well.
- Arts and Crafts in a bag
 - Using paper lunch bags, make some individual arts and crafts bags for the campers. This ensures that all campers have their own supplies and that they are not sharing supplies with other campers. For example, if the campers are making bracelets that day, each bag could include string, scissors, and beads. When campers are done using the materials, they should put them in a bucket so that the staff can sanitize them later. This works with almost any craft!
 - Other arts and crafts bags that could be made in advance:
 - Paint kits (paper, paint brush, paint separated into cups)
 - Drawing kits (paper, markers, crayons)
 - Fuse Bead kits (fuse beads and a peg board)
 - Critter Making Kit (large pompoms, googly eyes, feathers, glue)
- Scavenger Hunt
 - This requires a list of items for kids to find, but they could be found in nature! Ask kids to find a rock that looks like something, certain colored leaves, pine cones, flowers, etc. This ensures that campers are not even touching anything in common!
- Dancing & Freeze Dance
 - Kids LOVE to dance! Put on some music and the campers can dance around as long as they keep their distance from one another. Freeze dance could also be played, where campers must freeze when the music stops.

We are hoping to have a fun and safe summer. Following these protocols and social distancing guidelines will ensure that we are being as safe as possible!

Sample Schedule- Day Camps/Vacation Camps

7:30-9:00: Kids are arriving for check-in. Temperatures will be checked at school entry. Any camper with a temperature over 100.4 degrees will be asked to leave camp for the day.

- After campers have checked in they are able to get breakfast or they can free play in the gym. (Free play will be monitored so that campers are staying in their assigned groups and are social distancing.)

9:00-9:15: Morning meeting- Campers will sit in their assigned groups for morning meeting. Directors and Counselors will give updates and talk about what they expect for the day.

9:15-11:30: Campers will put on sunscreen and head outside for social distance stations. IN their small groups, they will rotate from one game to another, spending about 15-20 minutes at each station. Stations will feature social distancing activities/games and minimal equipment. Snack break will be taken at one of the stations. Campers will wash hands before snack and sanitize after

11:30-12:30: Campers will get ready for lunch by washing their hands well (this will be monitored and enforced by staff) Once campers have washed their hands they will eat lunch, using social distance guidelines. They will stay 6 feet away from other groups as well and will eat lunch outside whenever possible. It will be enforced that there is no sharing of food.

12:30-2:00: Campers can choose from a socially distant game in the gym or a craft. All games and crafts will include hand washing before and after as well as sanitization of materials used.

2:00-2:30: Snack time- Campers will sit in their groups, enforcing social distance, after they have washed their hands while they have snack. Staff will monitor and make sure no campers are sharing food. Campers will sanitize hands after snack.

2:30-3:30: Outdoor nature time. Depending on weather and/or day of the week, campers will spend some time exploring the outdoors. This could include nature walks, scavenger hunts or bicycle/scooter rides. Campers will continue to stay in their small groups.

3:30-5:30: Campers watch a movie while the staff cleans up and sanitizes. Campers should sit in their groups, socially distant. Campers will be picked up during this time. Parents will meet a staff member outside of the facility and the staff member will call to get the camper or run inside to get him/her.

Social Distance games will be used from

<https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing>

Sample Day Schedule (Springvale Playground)

8:30 AM: Staff arrives early to sanitize playground and equipment for the day. This includes tables, chairs, bathroom, and any other surfaces to be used by the campers.

9 AM: Campers start to arrive! Ensure social distancing at check-in (parents stay in the cars, campers waiting six feet apart) and temperature checks as campers come in.

- After campers have had their temperature checked, they will wash their hands and then play with the equipment that is out for the morning. (Balls, games, etc.)

10:00 AM: Morning Meeting from distance- campers will stay in their assigned groups as we have our morning meeting. Each group will sit 6 feet apart. Campers must wear masks. We will be talking about the day ahead of us and what to expect.

10:30 AM: Social Distancing game! Campers will participate in a spaced out activity where equipment has been previously sanitized. They will be required to wash their hands after this.

11:00 AM: Playground time- The campers will use this time to go on the playground. Social distancing will be used and enforced by staff on the playground and campers will wash their hands after.

11:45-12:15: Lunch- Campers have already washed their hands so they will line up for lunch. Campers will sit outside and eat their lunch while talking to friends from a distance.

12:15 PM: Arts and Crafts- Individual arts and crafts bags will be handed out for kids to create. Each bag will have their own supplies in it and campers should not use supplies that are not from their bag. When the camper is done with their supplies, they will put them in a bucket labeled "dirty" to be washed by the staff later.

1:00-3:00pm: Social Distancing stations. Each group will have 15-20 minutes in 6 different stations. Each station will feature a game or activity using physical distance as part of their rules

3:00 PM: Group choice- Each group of campers will decide what they want to do for the last hour of camp. This could be arts and crafts, social distancing games, movies or just hanging out.

3-4:30 PM: Camper pick-up. Social distancing will be used as parents come in to pick up their children.

Sample Weekly Schedule (Olympic Week)

Monday: Start of Olympic Week! Campers will be on teams based on their previously assigned groups. Teams will win points based on the games that they win. The games played on this day will be:

- Relay race (No batons used, once a camper passes a certain line, the next camper starts running)
- Who can throw the Frisbee the farthest? Each team has their own Frisbee.
- Basketball Shootout- Each team nominates someone to participate in a basketball shootout! The player with the most baskets wins points for their team. For this game, each person uses their own ball and does not share it with others.

Tuesday: Day at the Rec! Campers will be dropped off and picked up at the Springvale Rec Area. Campers will be able to swim all day and have playground time in the morning.

Wednesday: Olympics continued! The games played on this day will be:

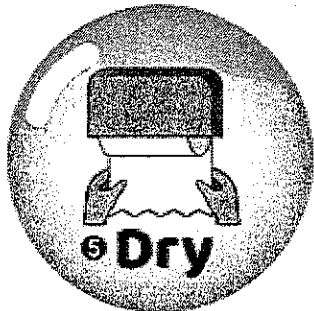
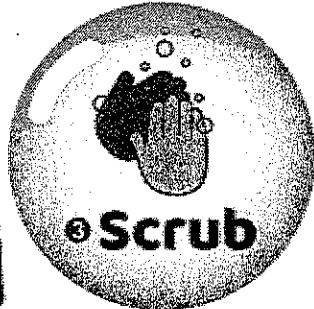
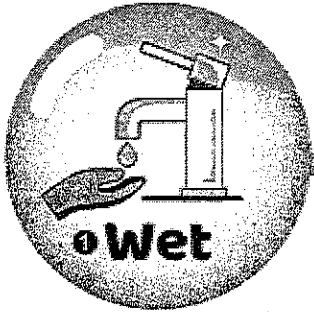
- Long Jump- Which team has members who can jump the farthest?
- Obstacle course- Which team has members who can go through an obstacle course the fastest? This includes jumping through hoops, running, hopping on one foot, etc. No hands or touching needed!
- Water balloon tag- Each team has 5-10 water balloons and will run around trying to hit other players with them. If you get hit by a water balloon, you are out! The team with the most players standing at the end wins.

Thursday: Wheels Day- Campers will have the option to bring their own bike or scooter to camp. Campers can only use the bikes and scooters that they own, and will **not** be sharing with others. Campers must wear a helmet at all times in order to ride.

Friday: Olympic Week Finale! The winners will be announced and prize bags will be given to all participants. It will be announced that it does not matter if you won or lost, it matters that we all had fun.

It will be ensured that all campers are using social distancing and washing their hands throughout these games. Our number one priority is keeping everyone safe and healthy!

Hands that look clean can still have icky germs!



WASH YOUR HANDS!

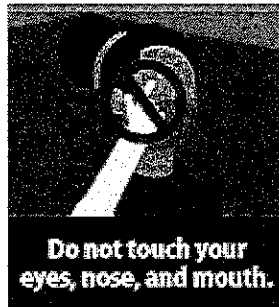
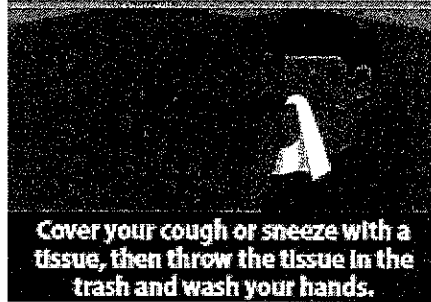
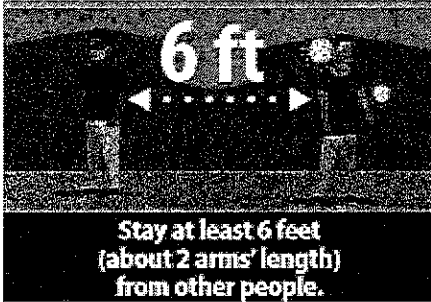


U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

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Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

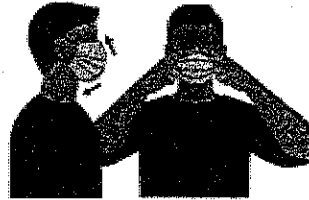
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How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Accident/Incident Report

Sanford Recreation

This form will be used whenever an accident/incident occurs during a Recreational Department Program.

Please check below and specify which playground:

Recreational Area _____ Jr. Day Camp _____
Basketball _____ Morning Camp _____
Tennis _____ Playground Program _____
Other _____

SIGNED _____ WITNESSED BY _____
POSITION _____

ACCIDENT

NAME _____ DATE _____
ADDRESS _____ AGE _____
NATURE OF INJURY _____
FIRST AID ADMINISTERED _____
TIME OF ACCIDENT _____ WAS AMBULANCE CALLED _____
EXPLANATION OF OCCURANCE _____

INCIDENT

NAME(S) OF PERSONS INVOLVED _____
DATE _____
EXPLANATION OF OCCURANCE _____

WEEK: _____

| | | | |
|----------------|--|---------------|--|
| CAMPER: | | GROUP: | |
|----------------|--|---------------|--|

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | |
|------------------------------|----------------|------------------------------|-----------------|------------------------------|-------------|
| <u>DROP OFF</u> | | | | | |
| ARRIVAL TEMP | | ARRIVAL TEMP | | ARRIVAL TEMP | |
| Covid Symptoms (Y) (N) | | Covid Symptoms (Y) (N) | | Covid Symptoms (Y) (N) | |
| Sanford Lunch | | Sanford Lunch | | Sanford Lunch | |
| STAFF INITIALS | TIME | STAFF INITIALS | TIME | STAFF INITIALS | TIME |
| | | | | | |
| HAND WASHING AM SNACK | | HAND WASHING AM SNACK | | HAND WASHING AM SNACK | |
| Before Eating | | Before Eating | | Before Eating | |
| Sanitize After Eating | | Sanitize After Eating | | Sanitize After Eating | |
| HAND WASHING LUNCH | | HAND WASHING LUNCH | | HAND WASHING LUNCH | |
| Before Eating | | Before Eating | | Before Eating | |
| Sanitize After Eating | | Sanitize After Eating | | Sanitize After Eating | |
| HAND WASHING PM SNACK | | HAND WASHING PM SNACK | | HAND WASHING PM SNACK | |
| Before Eating | | Before Eating | | Before Eating | |
| Sanitize After Eating | | Sanitize After Eating | | Sanitize After Eating | |
| NOTES: | | NOTES: | | NOTES: | |