

## DaVinci Day Camp 2020 Procedures & Policies

*following the Center for Disease Control Guidelines for COVID19*

- Games will be available for children that are dropped off before 8:30am. There will no museum play time for summer campers. These games will be in the classrooms and will be supervised by apprentices and morning camp staff.
- Snacks and lunches will be consumed in the classroom.
- Adventure Quest playtime will be on a staggered schedule between 11:30am to 1:30pm by classroom.
- **Drop off will be curbside.** Please park at an angle on the north side of our ONE-WAY STREET (Maple Street). A camp staff will come to your vehicle, check your child in and escort them to their classroom.
- **Pick up will be curbside.** Please park at an angle on the north side of our ONE-WAY STREET (Maple Street). A camp staff will come to your vehicle with your child and check your child out to you. If another person is picking up your child—prior arrangements will be necessary.
- For drop off or pick up—any parent or guardian **MUST** have their driver's license to present to camp staff.
- Parents will **NOT sign** the check-in sheet. They will simply show their driver's license to camp staff.
- If no one comes out when you pull up in front of the Ed Annex, please ring the doorbell on the east side of the door. A staff will then come help you.
- No water fountains will be used. EACH camper will have their own water bottle. These water bottles will be sterilized each evening. On Friday of each week—campers are to take home their water bottle from the previous week. If the camper is attending camp the following week, a NEW water bottle will be issued.
- There **WILL BE NO Friday art/science show** during the month of June. July's Friday performances will be addressed by the 3<sup>rd</sup> week of June to determine if safety guidelines allow for this.
- Movement throughout the Education Annex will be very limited. Each classroom will remain in their classrooms and the teaching assistants and teacher will remain the same as much as possible.
- Restroom breaks will be staggered and by classroom.
- Upon arriving to the classroom each camper will wash their hands.
- A child's temperature will be taken if an adult camp staff is concerned about the child's health. For example, if cheeks are flushed, the child is extremely fatigued or other health concern.
- Any person at camp that demonstrates a questionable health concern will be isolated in a room by themselves and await pickup. This isolation room will then be sanitized following use.
- DAILY, parents will acknowledge and verify that their child is **NOT**:
  - Running a temperature
  - Coughing
  - Experiencing shortness of breath
  - And has NOT been around another person that has COVID19
- IF a child has been exposed to COVID19 or has become ill with COVID19 immediately notify Leonardo's Administrative Staff. Brannon Robinson, Camp Director; April Thomas, Camp Counselor or Tracy Bittle, Executive Director of Leonardo's Children's Museum.
- IF we have a covid19 case in a classroom, there will be a thorough process for sanitizing that will ensue. The room will be closed for 24 hours followed by intense sanitizing process. Universal Management will be hired to come and professionally sanitize the room. Then the room will be closed for another 24 hours. This is per CDC recommendation.

- Before camp begins Leonardo's hired Universal Management to deep sanitize all classrooms.
- Each camper, apprentice and teacher will wash their hands as they enter the room.
- Persons entering the room will be limited to only the staff delivering snack, lunch, or escorting children for drop off or pick up curbside.
- ALL surfaces will be wiped down with disinfectant following morning session and afternoon session.
  - Worktables/desks
  - All chairs
  - Countertops
  - Doorknobs
  - Handles of drawers
  - Supply containers
  - Games or supplies following use
  - Things that teachers, apprentices or the children touch.
  - Etcetera and so on...
- Students will wash hands frequently (such as following restroom break, after a project, before snack/lunch or if they have had contact with another student).
- Restrooms will be professionally cleaned every morning.
- EACH classroom will have CDC recommended wipes available and purchased to combat covid19.
- All floors will be swept and mopped at the end of each class. Once in morning and once following the afternoon class.
- EACH classroom will have the CDC recommended hand sanitizer available. Students will be encouraged to use it frequently with supervision of an apprentice or the teacher.
- All snack (food) preparation will be performed by the same staff daily.
- All safety precautions for food handling will be followed and gloves will be used.
- Water bottles will be sanitized/sterilized nightly.
- Parents and visitors will be discouraged to enter the building unless for emergency situations. Instead one staff member will escort campers in and out of the building. This decreases the incidents of potential exposure.
- Campers will use their own apron or clothing cover-up. These will be washed nightly. Otherwise disposable ones will be used.
- Any items shared between students will be wiped down or sanitized in between uses. Although sharing of items will be discouraged. We will attempt to provide each student with their own if possible.)
- **Tuition during summer 2020 will be paid WEEKLY.**
- IN THE CASE THAT A STUDENT OR STAFF ACQUIRES COVID19 while at DaVinci Day Camp, there will be a 3-day shutdown of that classroom. The following actions will take place:
  1. The classroom will be locked down for 24 hours.
  2. The classroom will be thoroughly cleaned and professionally sanitized.
  3. The room will then remain locked down for another 24 hours.
  4. The total time period for this process is 72 hours.
  5. **Leonardo's does not provide refunds.** A credit for the days can be applied to the next week.

Please sign and date below that you have read and acknowledge the procedures and policies above:

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Parent of Guardian Signature/Name

Date

Witnessing Staff Initials