

Children's Musical Theatre Workshop, Inc. ("CMTW") Non-profit 501(C)3

Written Plan For Summer Camps 2020

For ages 5 years old (as of 6/1/2020) and up

At the Ormond Beach Performing Arts Center (the "PAC")



REOPENING YOUTH PROGRAMS AND CAMPS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors or administrators in making decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions. Note: In areas requiring significant mitigation, youth programs and camps that remain open to serve the children of essential workers should refer to [Guidance for Child Care Programs that Remain Open](#).

Should you consider opening?

- ✓ Is the youth program or camp in a community no longer requiring significant mitigation?
- ✓ Will reopening be in compliance with state and local orders?
- ✓ Will the youth program or camp limit attendance to children and staff who live in the local area?
- ✓ Will the youth program or camp be ready to protect children and staff at higher risk for severe illness?

**ANY
NO**



**DO NOT
OPEN**

**ALL
YES**



Are recommended safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing, staff wearing a cloth face covering
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Ensure social distancing such as increased spacing, small groups, limited mixing between groups
- ✓ Limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all staff on safety actions

**ANY
NO**



**MEET
SAFEGUARDS
FIRST**

**ALL
YES**



Is ongoing monitoring in place?

- ✓ Check for signs and symptoms in children and staff
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or staff get sick
- ✓ Regularly communicate with local authorities, staff, and families
- ✓ Monitor child and staff absences and have flexible leave policies and practices
- ✓ Be ready to close if there are increased cases

**ANY
NO**



**MEET
SAFEGUARDS
FIRST**

**ALL
YES**



**OPEN AND
MONITOR**

For more information, please visit [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)



CMTW Summer Camps 2020

- CMTW's Summer Camps will be size restricted to maximum of 9 students per class/group with a capacity of 27 campers total in the PAC at one time (9 per Green Room, 9 per PAC Lobby and 9 per Blue Room).
- CMTW's Summer Camps will have age groups as follows:
 - 5 years old (as of 06/01/2020) through 5th grade (9am- 12pm)
 - 6th grade through 12th grade (1pm-5pm)
- CMTW's Summer Camps will be sectioned off into Morning Camps (9am-12pm) and Afternoon Camps (1pm-5pm) with a 1-hour break between the Morning and Afternoon Camps.

CMTW Summer Camps 2020

- There will be one CMTW Staff member per nine students/participants. Each CMTW Staff member has a substitute/alternative Staff member to meet CDC guidelines.
- CMTW's Summer Camp schedule will be spaced out appropriately with time allotted for parent sign-in, sign-out, and cleaning between each scheduled class each day of the camp/session.
- There will be no live performances with live audiences held for the CMTW 2020 Summer Camps.
- CMTW's Summer Camps do not have field trips.

Safety Actions Promote healthy hygiene practices

- CMTW will teach and reinforce washing hands (with soap and water for at least 20 seconds) and covering coughs and sneezes among children and staff.
- CMTW will teach and reinforce use of cloth face coverings among all staff.
- CMTW staff will be frequently reminded not to touch the face covering and to wash their hands frequently (with soap and water for at least 20 seconds).
- Information will be provided to all staff on proper use, removal, and washing of cloth face coverings.
- All CMTW Staff will be trained on all procedures listed in this plan and this plan will be available for all parents/guardians and participants to view on our website, as well as their parent portal and our CMTW FaceBook page.

Safety Actions Promote healthy hygiene practices

- CMTW will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, disinfectant wipes, and tissues.
- CMTW will have each participant/student sanitize their hands upon entering the PAC, at each ½ hour they are in the PAC and upon leaving the PAC.
- CMTW will post signs at the doors of the PAC and in each room on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
- CMTW staff will clean, sanitize, and disinfect frequently touched surfaces (door handles, sink handles, toilets, dance floor, dance bars, chairs) multiple times per day and equipment between use.



COVID-19

General Prevention

Florida Department of Health • FloridaHealth.gov • tinyurl.com/FLcdcprevention

Protect yourself from all infectious diseases by using these precautions.



Stay home when you are sick



Avoid contact with people who are sick



Get adequate sleep and eat well-balanced meals



Wash hands often with soap and water – 20 seconds or longer



Dry hands with a clean towel or air dry your hands



Avoid touching your eyes, nose, or mouth with unwashed hands or after touching surfaces



Cover your mouth with a tissue or sleeve when coughing or sneezing



Clean and disinfect “high touch” surfaces often



Call before visiting your doctor

Clean all “high-touch” surfaces every day.

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tables, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Florida Health Office of Communications 03-09-20

10 things you can do to manage your health at home

If you have possible or confirmed COVID-19:

1. **Stay home** from work, school, and away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay in a specific room and away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



Please go to www.cdc.gov/covid19-symptoms for information on COVID-19 symptoms.

For more information: www.cdc.gov/COVID19



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Stop the Spread of Germs

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

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



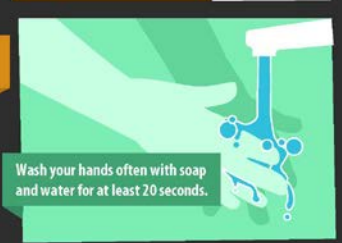
When in public, wear a cloth face covering over your nose and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus

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CMTW will post signs at the doors of PAC and in each room on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.



STEPS TO MINIMIZE RISK OF COVID-19

CHILDCARE FACILITIES EDITION - FOR EMPLOYEES

In response to Public Health direction, take these steps:



Screen caregivers and children daily for fever, cough & shortness of breath.



100+ FEVER



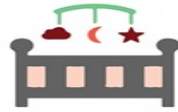
COUGH



SHORT OF BREATH



Ensure sick caregivers & children stay home.



Allow high risk employees to stay home.
(people over 60, pregnant people, medical conditions)



Clean and sanitize surfaces frequently



Ensure that children and caregivers frequently wash their hands.



Wear a facial covering whenever possible



MAINTAIN SAFE SOCIAL DISTANCING
6FT MINIMUM WHEREVER POSSIBLE



OSHA Guidance on Preparing Workplaces for COVID-19 >> www.osha.gov/Publications/OSHA3990.pdf
CDC COVID-19 Mitigation Guidance >> <https://bit.ly/2KZ73XP>

COVID-19 (the disease caused by the novel coronavirus)

What you can do



CMTW will post signs at the doors of PAC and in each room on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.

Back-up Staffing Plan

- All CMTW Staff will be cross-trained in each activity and safety protocols.
- All CMTW Staff will be checked each day with an infrared no-touch thermometer. If the CMTW Staff member has a temperature of 100 or higher, they will be told they are not allowed to enter the building and must go home and monitor symptoms and contact a physician.
- Each CMTW Staff member will also sign off that they understand that if they present any signs or symptoms of COVID-19 at any time during the session, they will not come into the PAC and will monitor symptoms and contact a physician. If signs or symptoms of COVID-19 occur, the CMTW Staff member will not be allowed to return until cleared by a physician.
- In the event that a CMTW Staff member is out due to signs or symptoms of COVID-19, CMTW has alternate/substitute Staff members that are trained up on all activities and safety protocols who will act as a back-up.

Parent/Guardian Responsibilities

- On the first day of each camp session, each parent or guardian will have to attest in writing that the participant/student has had no signs or symptoms of COVID-19 in the past 14 days. These Include: Fever over 100.4; cough (usually dry); shortness of breath; sore throat; headache; chills; congestion; muscle and joint pain that are unexplained; nausea or vomiting; loss of sense of smell; or diarrhea.
- Each parent/guardian will also sign off that they understand that if their student presents any flu-related or COVID-19 related signs or symptoms at any time during the session, they will not bring their student to the PAC and will monitor symptoms and contact a physician. An ill participant/student will not be allowed to return to camp until they are symptom-free for 72 hours without the aid of medication and must be cleared by a physician and present a doctor's note (as recommended by the CDC).
- Each parent/guardian and student/participant will have to sign the Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19 before their child is allowed to participate.

Parent/Guardian Responsibilities

Daily check-in/sign-out procedure

- Upon arrival each day, parents/guardians and participant/student will stay in their vehicle and text the designated staff member of CMTW that the participant/student has arrived. They will stay in their vehicle until notified that it is their turn to sign their participant/student in.
- Parents/Guardians will sign their students in each day, upon sign-in each student will have their temperature checked with an infrared no-touch thermometer. If the student has a temperature of 100 or higher, they will be told they are not allowed to enter the building and must go home with their parent/guardian and monitor symptoms and contact a physician. The student will not be allowed to return to camp until they have been without a fever for 72 hours without the use of fever-reducing medication (as recommended by the CDC).
- **No parents/guardians will be allowed to enter the PAC.**
- For pick-up each day after class, parents/guardians will stay in their vehicle and text the designated staff member of CMTW that the parent/guardian for the participant/student has arrived. They will stay in their vehicle until notified that it is their turn to sign-out their participant/student. As always, proper identification will be required at pick-up.

Participant/Student Responsibilities

- Each participant/student will need to bring a small laundry basket with their name on it where all of their personal items will be kept separate away from other participants/students. There is **NO** Sharing of any items.
- Each participant/student will need to have their own water bottle that will stay in their basket and not be shared with any other participant/student.
- For participants/students that are at the PAC for longer than 3 hours, they will be asked to bring their own snacks (CMTW will not provide snacks, water, or any other food or beverage item). Their snacks will also stay in their basket and not be shared with any other participant/student.
- Each participant/student must be able to open their own snacks/drinks as CMTW staff will not be able to assist in opening or touching any of the participant/student's personal items.
- When participants/students/staff are eating any food item at the designated times, they will be 6 feet apart as spaced out on the floor and will have to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer before and after they are done with their snack break.

Class Social Distancing Spacing

- During each class the participant/student will have an assigned marked location that will be a minimum of 6 feet apart from any other participant/student.
- All dancing, acting and singing exercises will be no contact.
- All dance numbers will be appropriately spaced, so that social distancing standards for dance are observed.
- All participants/students will have their own music folder/script that will stay in their personal basket and not be shared and/or touched by any other participant/student or CMTW staff.
- Each day, all participants/students will remain in their designated class with the same group of participants/students.
- For those who chose to maintain stay-at home social distancing, CMTW will offer specific limited virtual learning capabilities.

Children's Musical Theatre Workshop, Inc.

- We at CMTW are all doing our part to be safe and follow the CDC guidelines while providing instructional classes.

