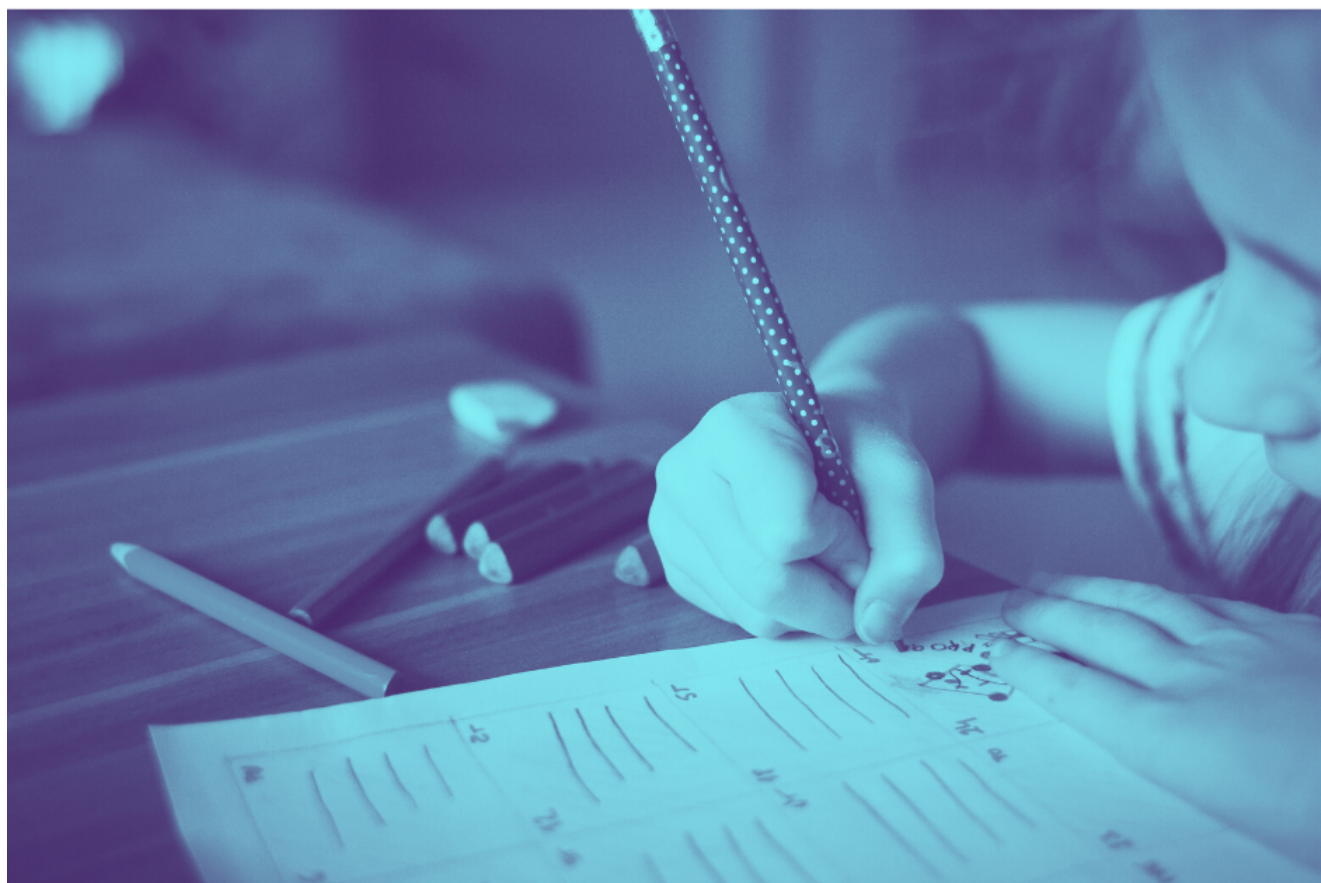




# EMERGENCY PROGRAM HANDBOOK



## OUR PROMISE

Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins *now*.

## OUR MISSION

Every child will have an opportunity to discover the best in themselves and others in a fun, safe, learning environment.



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This guide details changes to our regular policies in response to the COVID-19 Pandemic. For a complete guide to our policies and procedures, please refer to our Before and After School Program Handbook on our website at [www.campfireak.org](http://www.campfireak.org).

*COVID-19 is an evolving public health emergency in our community. The policies and procedures in this guide may change as new information becomes available. Any major changes will be posted to our website and communicated to you when you deliver your children to program.*

**Please be aware that we may have to shut down operations at any time and potentially without notice if Camp Fire Alaska, the Anchorage School District, licensing, or other authorities deem it unsafe to continue.**

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# EMERGENCY PROGRAM INFORMATION

## PROGRAM CONTACTS

Please contact the main Camp Fire Office for general inquiries, even though our offices are closed the call will be transferred to someone who can help you.

**Main Office** (907) 279-3551 or [campfire@campfireak.org](mailto:campfire@campfireak.org)

Nichole Boyden, Program Manager (907) 257-8830 or [nboyden@campfireak.org](mailto:nboyden@campfireak.org)

Theresa Rinehart, Program Manager (907) 257-8813 or [trinehart@campfireak.org](mailto:trinehart@campfireak.org)

Call your site phone to talk to a Site Director, and for scheduling changes or absences.

**Alpenglow Elementary in Eagle River** (907) 891-2741

**Rogers Park Elementary in Anchorage** (907) 891-1643

## PROGRAM COMMUNICATIONS

Camp Fire Alaska communicates through email, social media, and with updates to our website. Please add us to your email address book and check your spam folder for important messages. You can also like us on Facebook and check our website homepage for news.

**Please review our complete Program Handbook** at [www.campfireak.org](http://www.campfireak.org) (Family Resources, Handbooks) for other general questions you might have.



For more than 100 years, Camp Fire Alaska has provided a safe, nurturing place for families to send their children. Today we are a leader in the youth development field and serve more than 5,000 youth every year through four key programs: school programs, summer camps, community centers, and our Rural Alaska Program.

We are pleased to be able to provide emergency services to those who need it most in response to the COVID-19 crisis hitting our community. We know many of you are new to Camp Fire and we want to make sure you have the information you need.

We are taking extreme caution and planning for how children will practice physical distancing while still having positive social interactions with others, but we need your help reviewing these procedures and talking to your child before they come to program so that everyone can do their part keeping each other safe and healthy.

Here are some important details:

- Emergency Programs are available to families that meet the state and municipal guidelines for essential workers as outlined in response to COVID-19.
- Camp Fire Alaska follows the emergency recommendations and guidelines of federal and state government entities, the municipality of Anchorage, and those of the Anchorage School District.
- **You will need to pre-register** in order to access emergency childcare, this includes families who might already be registered with us.
- **All families will automatically be placed on a waitlist.** A specialist will be screening each family before registration is completed.
- **Registration is weekly** in order to keep the same groups together.
- **Everyone will be required to undergo a health screening each day** before being admitted, this includes children and our staff.
- **Parents and adults will not be allowed into program.** For safety and convenience, we will pick up and deliver your child to your car.
- **Children will be placed in groups of 9 with one staff member.**
- **Each emergency site has enough space to separate into groups of 10** and also allow space for activities and anyone who needs to be isolated.
- **If your child becomes ill during program, you will be required to pick them up immediately.** Please make arrangements with your emergency contact if you work an essential position that will not allow this responsiveness.



## REGISTRATION

Every child must be pre-approved and pre-registered in order to attend our emergency programs. Space is limited, restricted to children of critical workers—as defined by city and state mandates—and first come, first served.

Once you have completed online registration, you will receive a call with some further pre-screening questions. Once we have completed this step, we will send you an email with what happens next—which could include submitting required forms or waiting for us to call you. Once we have all your information, one of our registrars will be calling to complete registration.

**Due to current health and safety protocols, as well as the short registration period, please respond to all requests within 24 hours. If we don't hear back from you, you will not be removed from the waitlist but we will move on to the next person in line.**

Medical and immunization records are due at the time of registration for all participants. Two current telephone numbers that staff can use to reach the registering parent, as well as two local emergency contact numbers are required. If Camp Fire staff cannot reach the registering parent, they will call the emergency contact numbers. Emergency contacts are limited to the Anchorage and Eagle River area.

Make sure all contact information is up to date and we have a way to reach you or a responsible adult during program. **If your child becomes ill, someone will be required to pick them up from program within one hour.**



## DAILY PROGRAM PROCEDURES

### CHECK IN & CHECK OUT

Please allow extra time dropping off and picking up.

For safety reasons, **families will not be allowed into program. We will be greeting all families outside at your car to do a health screening each morning.** Please call the site phone when you arrive. This is not our normal procedure and we know it may cause some anxiety for younger children, but it will be put in place for the safety of all families and staff.

At the end of the day, please call the site phone to let staff know you are ready for us to bring your child out to the car. Please remain in your vehicle and patient, while we gather things together.

### SCREENING

Each morning we will be asking you a series of questions about your child(ren) and their temperature will be taken:

- Any fevers within the last 72 hours (three full days)?
- Has any medication been used to reduce a fever in the last 72 hours?
- Do you have any cough or trouble with breathing currently?
- Do you have a runny nose currently?
- Do you have a sore throat currently?
- Do you have any muscle aches currently?
- Have you had a fever, cough, or difficulty breathing in the last 7 days?
- Have you or anyone in your household travelled in the last 14 days?
- Have you or anyone in your household had direct contact with anyone who was diagnosed with COVID-19 in the past 14 days **outside of a controlled work environment?**

**If you answer yes to any of the questions above or your child(ren) has a temperature greater than 100.4°F, they will not be accepted into program.**

- We will ask you to keep your child at home until the above health requirements are met.
- In the event your child is ill, please remain in contact with Camp Fire about your child's symptoms.

It is imperative for our staff, youth, and families that you keep sick children at home. Even a child with a common cold will not be permitted into program at this time, which is a change from standard licensing guidelines.

***All Camp Fire staff will undergo a health screening each day.***



## PROGRAM OVERVIEW

**INSIDE OUR PROGRAM:** Camp Fire Emergency Programs are closed to all except registered children and Camp Fire Alaska staff. Municipal and state licensing agents sometimes visit our programs, but all outside visitors will be restricted during emergency programs.

**OPERATIONS:** Programs will run Monday through Friday from 7am until 6:30pm. We will provide breakfast, lunch and snacks for all youth. For safety reasons, we ask that you not bring any food from home and no toys or personal items.

**WHAT TO BRING: Please limit the items you bring to site**

- We go outside every day so please send boots, jacket, hat, gloves, snowpants.
- A change of clothing for younger children is encouraged.
- Water bottle—cleaning procedures will be in place
- Homework packets—there will be scheduled homework time throughout the day.

***DO NOT send toys, food, electronic devices, or other items to site with your child.***

**PROGRAM DESIGN: Adapted to small groups (9) with one staff member**

### DAILY SCHEDULE

- Youth will report to classrooms as their “home base” for the day where a majority of activities will take place including meal service and homework
- Scheduled gym and outside time will also be incorporated with specialized programming to help maintain physical distancing in active spaces.
- Activities have been adapted to allow for fun and learning, but in a way that prevents sharing of supplies and keeps physical distancing.

### PHYSICAL SPACE

- Youth will each have their own desk/table to work from and a designated space for storing personal items six feet away from others.
- Youth will be issued individual packets of supplies for the day and these packets will be cleaned and sanitized each night.
- A toy rotation schedule has been implemented to allow for cleaning and sanitizing of items between use.
- Soft items (rugs, pillow, puppets, etc.) have been removed from site operations. A washable mat will be available for youth needing a comfortable spot to rest, read, or lay down during the day.
- Painters tape will help mark off play areas, line spacing, and spacing in hallways for walking during transitions.





## PROGRAM SAFETY

***Please talk to your child ahead of time about these important safety measures.***

Much of this is outside of our regular practice but necessary to keep everyone safe.

- We will have markers on the floor to keep youth the proper distance from each other when lining up, eating, playing, sitting in a circle, and during activities.
- Youth will be placed in groups and remain with that group for the entire week.
- Everyone will be required to wash hands frequently throughout the day.
- Remind your child to sneeze or cough into elbows and then wash their hands.
- We will be teaching air high-fives and air hugs and asking all youth to keep their distance and to keep all bodies to themselves.
- We will be practicing social distancing and standing 6-feet apart in line.
- Staff will follow a rigorous cleaning procedure for disinfecting areas during the day and after program ends in preparation for the next day.
- Please keep all personal toys at home in order to prevent spreading germs.
- We will be asking youth not to share food or bring food from home.
- Talk to your child about what to do if they are not feeling well while at Camp Fire.

***Any youth who cannot consistently keep their bodies to themselves will be removed from the group and you will be asked to pick them up.*** We realize this is a stressful time for youth, but this is extremely important for us to do our best to keep all youth and staff safe during this time.

***Any youth who refuses to stay with the group or transition to a new space with the group may also be sent home.*** It is imperative during this time that youth stay together in their assigned groups with assigned staff. Youth who are leaving assigned areas without asking or refusing to come back may also be sent home.

***Please refer to our online Program Handbook for more details on behavior, general health and safety, and Program Policies*** [www.campfireak.org](http://www.campfireak.org)

### **MASKS**

Camp Fire continues to monitor federal, state and local health official guidance on the use of masks in our program space. Currently the recommendation is ONLY for a mask to be used when a someone has developed symptoms of fever, cough, or difficulty breathing. We have isolation procedures around this and would issue masks to the ill child and supervising staff only during this time. As recommendations evolve, Camp Fire will continue to assess the procedures and safety measures surrounding the use of masks.

If a parent chooses to send their child to program with a mask that child can continue to wear it as long as they are doing so in a way that is safe for themselves and others. If youth is continuously touching their face, taking the mask off, or leaving it laying around, Camp Fire staff will ask them to put the mask with their personal items.





# COVID-19 EXPOSURE PLAN OVERVIEW

## In the event of a confirmed COVID-19 case

1. **Camp Fire will immediately notify local health officials, Child Care Licensing, and the Anchorage School District.** Health officials will help Camp Fire determine a course of action for our program(s).
2. **Camp Fire will close the program site for a minimum of 2-5 days.** This initial short-term closure allows time for local health officials to gain a better understanding of the COVID-19 situation impacting Camp Fire program(s). Local health officials will help determine appropriate next steps, including whether an extended closure duration is needed.
  - Youth and families are discouraged from gathering or socializing anywhere. This includes group childcare arrangements.
3. **Camp Fire will communicate with staff and parents.** Camp Fire will coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.
  - Communication will include messages to counter potential stigma and discrimination.
  - No youth or staff names will be shared. It is critical to maintain confidentiality of youth or staff as required by the Americans with Disability Act.
4. **Clean and disinfect the facility thoroughly.** All cleaning and sanitation will be coordinated with ASD. At minimum Camp Fire will do the following:
  - Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - Open outside doors and windows to increase air circulation in the area.
  - No staff will enter facility for a minimum of 24 hrs.
  - After 24 hours, thorough cleaning and sanitation will occur based on the Camp Fire Cleaning and Sanitation Procedures.
5. **Camp Fire's Program Leadership Team will assess all health and safety procedures, operations, and the need for increased monitoring or training.**
6. **Camp Fire's Executive Team will assess program operations** for that particular site as well as all Camp Fire programs after any exposure event.

*For a complete copy of Camp Fire Alaska's COVID-19 Exposure Plan, please talk to your on-site leadership or call a Program Manager listed on page one.*