



HEALTH AND SAFETY PROTOCOLS 2021

Updated March 1, 2021

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Campers & Parents



- All campers are required to wear a face mask while in school buildings. A mask must cover the nose and mouth and fit snugly under the chin.
- Parents must take their child's temperature each morning and check for any of the symptoms/close contact included in the **Daily Health Assessment Checklist** (page 4) and complete the daily screening through the AUXS Safety App. A text reminder will be sent each morning. If a child shows any of the symptoms on the list or has had close contact, **they may not come to camp.**
- Access to Norwood's buildings will be limited to faculty, staff, campers, essential building services personnel, and those needing access on an emergency basis. Parents will not be allowed inside school buildings.
- Campers must maintain physical distancing measures while at Norwood and as a family when outside the home.
- Campers must wash hands frequently using soap and water for at least 20 seconds and use hand sanitizer when soap and water are unavailable.
- Campers who have been in close contact with a person with COVID-19 or are showing COVID-19 symptoms must immediately inform Summer at Norwood, stay home, and monitor their health.
- Read the [The Summer at Norwood Community Agreement](#) and agree to abide by these important health practices at home and at camp.

Employees



- Employees working on campus are required to submit a negative COVID-19 test, administered no more than one week before starting work on campus.
- All Norwood and Summer at Norwood employees are required to wear a face mask while in school buildings unless they are alone in an office or classroom. A mask must cover the nose and mouth and fit snugly under the chin.
- Employees working on campus must take their temperature each morning and check for any of the symptoms/close contact included in the **Daily Health Assessment Checklist** (page 4) and complete the daily screening through the AUXS Safety App. A text reminder will be sent each morning. If an employee shows any of the symptoms on the list or has had close contact, **they may not come to work.**
- Employees must review health and safety training materials prior to beginning work on campus.
- Employees must maintain physical distancing measures while at Norwood and when outside the home.
- Employees must wash hands frequently using soap and water for at least 20 seconds and use hand sanitizer when soap and water are unavailable.
- Employees who have been in close contact with a person with COVID-19 or who is showing COVID-19 symptoms must immediately inform Summer at Norwood, stay home, and monitor their health.
- Read the [The Summer at Norwood Community Agreement](#) and agree to abide by these important health practices at home and at camp.



Daily Health Screening Requirement

Campers and employees must conduct a daily at-home health screening, including a temperature check, prior to arrival and submit results using the AUXS Safety App. Please review the **Daily Health Assessment** on page 4.



Required COVID-19 Test for Camp Staff

Summer at Norwood is currently planning to require a negative COVID-19 test for all camp staff working on campus. The test must be administered within one week of working at camp. The Camp will continue to monitor the need for testing as we draw closer to the beginning of camp.

Required Face Masks



Face masks are required for all faculty, staff, and campers. Campers must provide their own mask, including an extra supply in their backpack or tote. "Mask breaks" will be permitted for campers and employees when physically distanced outside. Neck gaiters and valve-style masks are not permitted. Campers may not share or trade masks.

Enhanced Cleaning



Frequent, scheduled disinfection of high-touch surfaces (restrooms, classrooms, offices, elevators, door handles, stair rails, and light switches) throughout the day, as well as nightly deep cleanings (including tables, desks, and chairs) in compliance with CDC standards for cleaning and disinfection.



Health Offices

The main Health Office includes an isolation room monitored by the camp nurse. The area is equipped with medical-grade PPE.



Hand Hygiene

Campers will be required to wash their hands with soap and water for at least 20 seconds or use hand sanitizer upon entering the building each morning and at designated times throughout the day.

Classroom & Office Modifications



Classrooms and offices will be set up to provide at least 6 feet of space between work and activity areas. Physical barriers, such as sneeze guards and partitions, will be used where needed.

Small Camp Cohorts



Campers will be grouped in cohorts 12-15 and each cohort will have 1 group leader and 1 counselor. Each cohort will have a dedicated classroom. Campers will remain with their cohort throughout the day and will not mix with other cohorts. Cohorts will rotate between their classroom and designated specialty classrooms where specialty teachers will lead activities from a distance. Many specialty activities will be held outside whenever possible.



Outdoor Spaces

Frequent use of designated outdoor spaces for classrooms and activity areas, weather permitting. Inside, classroom and office windows will be open whenever possible.



No Large Gatherings

No lunch in the cafeteria, Town Hall, Choice Time, Showcase, or other large, in-person events where children would usually mix with campers outside of their cohort.



Lunch & Snacks

Campers will eat lunch in their classrooms or outside with their cohort. All campers and employees must bring lunch from home, with the exception of designated Pizza Fridays. Individual pre-packed snacks, juice, and milk will be provided.



Restroom Hygiene

Touchless sinks, automatic flush valves, and step-and-pull door openers have been installed in restrooms around the School. The number of campers in a restroom will be limited and physical distancing will be observed.



Air Ventilation & Filtration

Air purification systems will be provided in classrooms and shared offices. MERV 13 air filters have been installed in the Murray Arts Building and the Middle School Building.



Campus Security

Only faculty, staff, campers, and essential building services personnel will be permitted in school buildings, unless in an emergency situation. Parents will not be permitted inside the building.



No Sharing of Personal Items

Campers will not be permitted to share personal items such as water bottles. Campers are asked to bring a labeled water bottle from home. Drinking fountain spigots will be turned off; contactless water-bottle filling stations are open.

Bus Transportation



Bus transportation will be utilized by the Adventure Camp program for off-campus, outdoor activities. Drivers and students must wear a face mask at all times; windows will be open, weather permitting. Campers will sanitize hands as they enter the bus. Campers will be assigned seats with spacing to allow for 6' distancing when possible. Buses will be cleaned and disinfected daily.

REQUIRED DAILY HEALTH SCREENING

Before coming to camp each day, parents must take their child's temperature and check for any of the symptoms/close contact listed below. Results of the screening are submitted through the AUXS Safety App. If a child exhibits any of the symptoms on the list and has been in close contact or potentially exposed to COVID-19, they are not permitted to come to camp. Faculty and camp staff are required to follow the same daily health assessment.



One or more of the following symptoms:

- ☐ New onset of cough
- ☐ Shortness of breath
- ☐ Difficulty breathing
- ☐ Loss of sense of taste or smell

Two or more of the following symptoms:

- | | |
|--|---|
| <input type="checkbox"/> Fever above 100.4 | <input type="checkbox"/> Severe headache |
| <input type="checkbox"/> Chills or shivering | <input type="checkbox"/> Gastrointestinal symptoms (nausea, vomiting, diarrhea or abdominal pain) |
| <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> Congestion or runny nose |

Close Contact/Potential Exposure:

- ☐ Close contact (within 6' for for at least 15 minutes) with a person with confirmed or suspected case of COVID-19

MORE ABOUT CLEANING PROTOCOLS

Norwood contracts with Red Coats, Inc., a commercial custodial cleaning company. Janitors will maintain a six-foot physical distance while servicing the building and will wear appropriate PPE at all times. Enhanced cleaning protocols have been established that include, but are not limited to:

DAILY: Increased cleaning and disinfection of commonly high-touch surfaces throughout the day like door handles, switches, restrooms, elevators, and handrails with EPA-approved disinfectant or diluted bleach solution. Each evening, hard surfaces such as camper desks, camper chairs, classroom tables, and the teacher's desk will be wiped down and disinfected. All disinfectants used follow CDC approved guidelines for use in a school setting.

SUSPECTED/CONFIRMED CASE: In the event that a camper or teacher has a suspected (symptoms and close contact) or confirmed case of COVID-19, the class will be relocated to a clean, neutral space where social distancing is still possible. The potentially infected classroom will be closed for 24 hours with any exterior doors and/or windows opened for increased air circulation. After 24 hours, the classroom will be thoroughly cleaned, vacuumed (with HEPA filter), and disinfected. Upon completion, the cohort will relocate back to the classroom.

AFTER PROLONGED CAMP CLOSURE (14 days+): During the closure period, Red Coats, Inc. will perform the same deep-cleaning protocols for a suspected/confirmed case as well as disinfecting of identified areas with an electrostatic machine that meets CDC guidelines for disinfecting.

CLASSROOM CLEANING KITS

Each Summer at Norwood classroom will be equipped with the following cleaning kit:

- Anti-bacterial wipes
- Hand sanitizer
- Disinfectant wipes
- Spray bottle with disinfectant
- Disposable gloves
- Cleaning rags
- Receptacle for used rags



MORE ABOUT FACE MASKS



- Face masks are required for all faculty, staff, and campers. No one will be permitted to enter any of Norwood's buildings without a face mask. The CDC recommends masks with two or more layers of washable, breathable fabric. Neck gaiters and valve-style masks are not allowed.
- Wear your face mask correctly:
 - Wash your hands before putting on your face mask;
 - 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 breath easily.
- Campers' masks should be clearly identified with their names or initials to avoid confusion or swapping. We recommend that campers keep extra masks, stored in a paper bag, in their backpack or tote.
- During carpool, all persons in the vehicle are required to wear a face mask before the car door is opened by a Summer at Norwood employee. Face masks must also be worn by parents and caregivers who walk to a school building to drop off or pick up a camper.
- When removing a face mask, handle only by the ear loops or ties; fold outside corners together. Be careful not to touch your eyes, nose, and mouth, and wash hands immediately after removing.
- Cloth face masks should be washed after every day of use.



*Wear a face
mask to protect
others!*

Summer at Norwood follows the response protocol recommended for schools by the Maryland Department of Health.

