

Camp WB Parent Handbook



(248) 451-1900
wbparks.org/camps
camps@wbparks.org



WELCOME TO CAMP WB!

We have a great summer planned this year, with fun themes, guest speakers with various experiences and special events. Our philosophy is to provide a safe, fun, organized, challenging and well supervised program. Our staff is experienced, friendly, energetic and is looking forward to providing your child with a great camp experience. The West Bloomfield Camp WB offers a safe alternative to staying home alone. Campers will spend their day outdoors and will participate in a variety of hands-on activities. This will give them the opportunity to enjoy familiarity and try new ideas, experiences, skills and interests. Campers will foster new friendships that they might not experience outside the Camp WB program. COVID-19 adaptations were made in 2020 and more adaptations being made for 2021.

The purpose of this handbook is to provide you with the information you need regarding our programs and policies. Please read this over and discuss these policies with your child to be sure they understand what is expected of them at our camps. Please read through this handbook and if you have any questions, call our office at (248) 451-1900.

CAMP WB LOCATION & HOURS

Camp WB's main drop-off and pick-up location on Mondays, Wednesdays, Thursdays and Fridays is at:

Drake Sports Park
6801 Drake Road
West Bloomfield, MI 48322

The shelter is the designated outdoor camp space and the drop-off and pick-up site.
The Community Building will be used for the restroom and inclement weather.

On Tuesdays Camp WB will take place at Marshbank Park and parents will drop-off and pick-up onsite.
Except the week of July 5th, camp will be at Marshbank on Wednesday, July 7th.

Marshbank Park
2805 Hiller Road
West Bloomfield, MI 48324

The Maple Ridge Shelter is the designated outdoor camp space. Turn right at the stop sign and drive to the back parking lot.
The Lodge will be used for inclement weather.

Lily Pad Springs Spray Park (if State protocols allow) - located at 6200 Farmington Road, 48323.

Camp WB will operate between the hours of **9:00am and 3:00pm**, Monday-Friday. Camp WB will be closed for all holidays recognized by West Bloomfield Parks. **NO Latchkey this year.**

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All of the information provided is important to assure a fun and safe summer. Campers must be health screened each day. A camper PIN or photo ID is required for your camper to be released to you or the authorized person listed on the Camp Agreement and Release Form Accident Waiver, Release of Liability, Indemnity/Hold Harmless Agreement form.

In summary, please pay close attention to the following and share with your child:

- Campers only need to bring a lunch, beverage, 2 snacks, sunscreen and masks each day. Additionally swim suit, towel and water shoes (if desired) on designated days. Be sure their names are on each item.
- Do not send any other items to camp with your campers; as they cannot use them and may lose them. West Bloomfield Parks cannot be responsible for lost or damaged items.
- **For safety reasons, campers MUST wear socks and gym shoes that tie each day. No Crocs, sandals, flip flops or Heelys. A camper will be excluded from activities until he/she has appropriate footwear.**
- Campers need to wear their current year camp T-shirt at off-site destinations.
- Camper must follow the camp rules listed in this Handbook.

Any questions can be directed to the Camp Administrator Ashley Stokes at 248-451-1916 -or- astokes@wbparks.org.

CAMP WB REGISTRATION PROCEDURE

Enrollment is open to children who reside within the Township of West Bloomfield and surrounding areas. Price is based on Township residency. The program is non-sectarian and non-discriminatory. Enrollment will be accepted on a first come first serve basis within specific registration dates set per year. West Bloomfield Parks invites people with disabilities to participate in all programs and activities it offers. Reasonable accommodations will be made. Camp registration forms must be dropped off (4640 Walnut Lake Rd.), emailed (camps@wbparks.org) or faxed (248.738.2529). Once your child is initially registered, you may also register online for additional camp weeks. Please call 248-451-1900 for details or go online at wbparks.org/camps.

Every child must have all required camp forms completed and submitted before they can be registered for camp with payment:

1. Camp Agreement and Release Form Accident Waiver, Release of Liability, Indemnity/Hold Harmless Agreement
2. Concussion Form
3. Permission to Administer Medication and Release of Claims (if needed)

All forms **MUST** be **completed at time of registration** and filed at West Bloomfield Parks (Recreation Activities Center) 4640 Walnut Lake Road, West Bloomfield, MI 48323. **The registration process is NOT complete until we have all necessary forms.** Part of the Permission to Administer Medication and Release of Claims form **must be filled out by a physician**, so please plan accordingly.

We accept Visa and MasterCard credit cards, as well as personal checks and cash for camp registration. All fees must be paid in full prior to a child attending camp. Registration fees for camp include a camp T-shirt and the cost of the weekly outreach/specialist programs. **Refunds cannot be issued for daily absences and there are no make-up days.** We only process refunds due to a medical condition, with a doctor's note, if submitted by the end of that week of camp. **The doctor's note must be received within two weeks of the request. For COVID related requested refunds, registration fees will be credited to your household account.**

If West Bloomfield Parks cancels a camp, a full refund will be issued. Any transfer/refund requests will include a \$10 administrative fee per transaction. **No transfers or refunds after Tuesday at 7pm the week prior to the start of camp.**

CAMP WB SCHEDULE

The Camp WB program provides a whole day experience for children ages 6 to 11. Our program offers a variety of age appropriate activities. We keep their capabilities, interests and safety in mind, when it comes to planning activities. We also want to make their experience more memorable. Activities may include:

- Outdoor large motor activities including sports and games
- Arts and crafts
- Nature and educational activities
- Canoeing & fishing (Tuesdays at Marshbank)
- Outreach programs and special entertainment
- Sing-alongs, dance and movement
- Free play on the playground
- Quiet time for relaxing with board games, puzzles, cards, etc.
- Snack time
- Group activities with themes based on holidays or special events

Schedule is subject to change due to weather or unforeseen circumstances

HEALTH SCREENING

Health screening questions will be provided 14 days prior to the start of camp. This will come in the form of a camper pre-screening chart. Used to track the health of your child for two weeks leading up to their start of camp. **The observation of COVID-19 symptoms and exposures are key to maintaining a safe and healthy environment for all involved.** If you answer yes to any of the questions, contact the Camp Administrator before coming to camp. If your camper is returning from the previous week, please follow the directions on the pre-screening chart and complete for the weekend and Monday columns. If your camper skipped a week, we will need 7 days completed on the chart. We each have to do our best to keep our camp community healthy all summer. **See WB Parks Health Screening Tracker on page 11 of the addendum.*

Upon arrival at camp on Monday we will ask for your camper's pre-screening chart. Then, we will provide you with a small packet of health screening questions to complete each day of camp. The slips are needed daily during drop-off and the camper's temperature will be taken each day.

TRAVEL & LOW RISK BEHAVIOR INFORMATION

Per the Center for Disease Control:

For all travel, take preventive measures to protect yourself and others, such as wearing a mask for the duration of your trip. You may have been exposed to COVID-19 on your travels. You may feel well and not have any symptoms, but you can be contagious without symptoms and spread the virus to others. You and your travel companions (including children) pose a risk to your family, friends, and community for 14 days after you travel.

Get Tested and Stay Home After Travel

- Get tested with a viral test 3-5 days after travel **AND stay home and self-quarantine** for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, isolate yourself to protect others from getting infected.
- If you don't get tested, stay home and self-quarantine for 10 days after travel.
- Avoid being around people who are at increased risk for severe illness for 14 days, whether you get tested or not.

Additional information: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

Low Risk Behaviors

Important Ways to Slow the Spread

- Wear a mask to protect yourself and others and stop the spread of COVID-19.
- Stay at least 6 feet (about 2 arm lengths) from others who don't live with you.
- Avoid crowds. The more people you are in contact with, the more likely you are to be exposed to COVID-19.
- Keep your social circle small and limit the amount of households you interact with.
- Gather or participate in activities outdoors vs. indoors.

CAMP WB CHECK IN AND CHECK OUT PROCEDURE

Camp Hours: drop off for camp is at **9:00am**. Pick up from camp is at **3:00pm**.

Drop-off location is in front of the shelter at Drake Sports Park. There will be signage and staff will direct you accordingly. Parents and campers please remain in the car. **A mask is required by all individuals in the car when interacting with staff.**

For pick-up, parents pull up in front of the pavilion and remain in your cars. We will ask you for your child's **4-digit PIN** we will give you on Monday with your health screening slips. **We will only release your child to the person that provides your child's unique PIN.** The PIN will remain the same from week-to-week.

If a PIN is not provided a **photo ID will be required at pick up and only those listed on the Camp Waiver / Release form will be allowed to pick the child up from camp.** If you pick up your child early, he/she must be checked out in the same manner. Please let camp staff know the morning of if the camper is being picked up early.

WHAT TO BRING & WHAT NOT TO BRING TO CAMP WB

Campers should bring a backpack that includes: a lunch and 2 snacks (peanut free), water, sunscreen and mask each day. On designated days bring swimsuit, towel and water shoes (if desired) for water activities.

Please be sure the backpack and all belongings are clearly marked in permanent marker with your child's name.

Campers should NOT bring: money, toys (stuffed animals), video games, cell phones, personal stereos, DVD players, iPod, etc. **They are not allowed to use them at Camp and we cannot be responsible for these items.**

There may also be times in which we request special clothing for camp. We may request a white t-shirt be brought in for tie-dye, etc. This information will be listed on the weekly parent newsletter.

*Additionally, for the camper's safety,
YOUR CHILD MUST WEAR SOCKS AND GYM SHOES THAT TIE/VELCRO EACH DAY.*

No Crocs, No Sandals, No Flip-Flops, No Heelys!

*If a camper comes to camp in footwear that is not appropriate for camp activities, we will call home for gym shoes. Camper will be excluded from activities until he/she has appropriate footwear. **REMEMBER- this is for the safety of your child!***

CAMP WB LUNCH & SNACKS

Campers must bring a lunch and snacks (peanut free) and drink each day. Please be sure the lunch and drink are labeled with the camper's name. We do not have an area to refrigerate the lunches, so please do not send perishable foods (a frozen drink box helps keep the lunch cool and melts in time for lunch).

Campers must bring a snack and drink for the morning and afternoon. Again be sure to label all snack items with your child's name.

Any food allergy or dietary concerns should be brought to the attention of the Camp Staff in writing before the child attends camp. You may also discuss these concerns with the camp Lead Staff onsite.

OUTREACH PROGRAMS & OFF-SITE ACTIVITIES

In lieu of field trips, we have an exciting line-up of outreach programs and entertainment facilitated by specialist at camp each week. Each week a minimum of two program specialist will visit camp and provide fun and interactive activities for campers. The programs will change from week to week to provide a variety of experiences for the campers. If your child misses an outreach program, Marshbank day or Lily Pad Springs Spray Park, there is no refund given.

We will run camp at Marshbank Park once a week on Tuesdays (with the exception of 4th of July week which will be Wednesday) and parents must drop-off and pick-up campers. Campers will canoe, fish and participate in other activities. Additionally, if State protocols allow, we will visit our new spray park, Lily Pad Springs. Updates will appear in weekly newsletters.

For their safety, campers MUST wear the camp shirt provided with initial registration at the spray park. Camp shirts are optional at Marshbank Park. Campers attending multiple sessions will receive only 1 shirt for the summer. If a camper forgets his/her shirt, please see the Camp Manager onsite to purchase a shirt for \$10. Additional shirts are available for purchase for \$10.

CAMP WB COMMUNICATION

A parent newsletter will be emailed before the start of each week of camp with highlights of activities. As well as, information regarding weekly special events, added details for outreach programs and any special instructions for the week.

If you have a question regarding the camp schedule or outreach programs, please see the Camp Manager. They will be on-site at least 30 minutes prior to the start of camp and approximately 30 minutes after camp ends each day.

CAMPER POD

There will be a maximum of 10 campers per pod group. Siblings will be grouped together per State guidelines. Campers will remain in the same group for the whole week. For repeat campers, we try to maintain consistent pods throughout the summer. Masks must be worn if within 6ft of an individual outside their household outdoors, while inside using the bathrooms or if using a room inside for inclement weather.

CARPOOLING

If you carpool with another camper, those campers will be treated as siblings and will be assigned to the same group for the whole week.

PARENT COMMUNICATION

Reporting Symptoms/Positive Test Outside of Camp

Parents/Caregivers/Staff should report possible illness if anyone in their household shows symptoms or has tested positive for COVID-19.

1. Please send an email to the camps@wbparks.org with SUBJECT LINE: **COVID EXPOSURE REPORT**. In the email, provide the **camper's name** and details of exposure/symptoms/positive test. Including a specific dated timeline of the onset of symptoms and/or exposure.
2. Secondly, please contact the WB Parks front desk at 248-451-1900 and leave a message with your contact information.

3. Please follow-up within one hour if you have not been contacted regarding your email/voice message.

- We will contact the local health department and our licensing consultants for next steps.
- We will protect the privacy of the individual that has been exposed.
- All parents will be emailed with the details and the nature of the exposure and the directives given by the health department.

CAMP WB BEHAVIOR I DISCIPLINE RULES

Our goal is for all campers and staff to have a safe and fun summer. In an effort to reach this goal, the below rules have been put in place:

- Campers and staff must keep their hands to themselves.
- Have respect for other's property. Stealing will not be tolerated.
- Campers are not allowed to go into the equipment and storage boxes.
- Campers will be assigned to a group and they must stay together.
- No threatening other campers or staff.
- Physical or verbal fighting will not be tolerated.
- Abusive language will not be tolerated.
- No smoking, alcohol, drugs, or weapons of any kind are allowed.

If campers violate the above Behavior/Discipline rules we will use the following steps:

1st Violation: We will talk to the camper and based on the severity of the offense, may issue a timeout from that activity.

2nd Violation: We will issue a time out AND contact the child's parent/guardian.

3rd Violation: The camper will be suspended from the program.

EXTREME CASES: Upon the occurrence of an extreme or severe disciplinary problem, as determined by West Bloomfield Parks and Recreation staff members, the child will be suspended or terminated from the program. In such cases, the parent will be notified to pick the child up immediately. A discipline problem is defined as any child who is hampering the smooth flow of the program by either requiring constant one-on-one attention; is inflicting physical or emotional harm on other children; is physically and/or verbally abusing staff; or is otherwise unable to conform to the expectations outlined in this handbook.

CAMPERS WILL NEVER BE DEPRIVED OF FOOD, NEVER PLACED ALONE WITHOUT SUPERVISION, INTERACTION, OR OBSERVATION; CAMPERS WILL NOT BE SUBJECTED TO RIDICULE, THREAT, CORPORAL PUNISHMENT, EXCESSIVE PHYSICAL EXERCISE, OR EXCESSIVE RESTRAINT.

SUNSCREEN PROCESS

Camp staff will remind campers to apply their sunscreen multiple times throughout the day. Sunscreen application is performed as a group and campers apply their sunscreen independently. The staff will observe to confirm campers are applying their sunscreen properly and assist as needed. Staff will be diligent about reminders, but it is the camper's responsibility to follow through. If there are any special instructions for your child's sunscreen application, including if they will need assistance applying it, please note on their Camp Agreement form and re-iterate to staff at drop-off. It is very helpful if parents can send their camper with the first round of sunscreen already on.

CAMP WB STAFF

We are aware that great counselors are the key to a great Camp WB experience. Therefore we look for the very best when we hire. Returning staff is invited back only if their end of the summer evaluation meets or exceeds our expectations. New applicants have an oral and written evaluation as part of the hiring process. Characteristics that we look for are: leadership, good role models, outgoing personalities and patience. Staff is also chosen for their creativity, energy and experience working with children. We check references and previous experience closely. All staff must also pass a "criminal background check" and a State of Michigan central registry clearance check before being hired.

Our staff will participate in an extensive orientation training program in which we work on appropriate activities, proper discipline of campers, proper daily procedures, customer service, off-site safety, leadership skills, building children's self-esteem, etc. West Bloomfield Parks believes strongly in preparing these young men and women to work with your children.

We provide at least one counselor to every 10 children. All camp counselors are at least 18 years of age and Camp Managers and Assistant Managers are 21 years or older.

CAMP WB FIRST AID & SAFETY

All staff members undergo First Aid, CPR, HEADS UP Concussion and Water Observation training and will be certified before Camp WB begins for the summer. Staff will also carry basic first aid supplies (band aids, ice packs, sanitizers). In case of emergency all emergency responders will be called.

A concussion form is required by state law for children participating in any form of physical activity. Once you have filled one out for West Bloomfield Parks and Recreation, it will remain on file for life and there is no need to fill another out.

The medical forms you fill out at registration are kept onsite throughout the camp day and taken when we go off-site.

Any transportation provided will be primarily provided by First Student. We may also utilize a West Bloomfield Parks bus, an Oakland County Parks bus or passenger van, or another contracted company.

CAMP WB HEALTH AND SAFETY; ONSITE INJURIES & ALLERGIES

Each child's health and safety is a matter of importance. With numerous children in our program we request that children be kept home from camp if he/she has:

- A fever within the last 24 hours, a temperature over 100 degrees or unusually high temperature
- Felt unwell in the past 3 days (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, and/or diarrhea)
- Exposure to someone who has tested positive for COVID-19
- An infectious runny nose
- A severe cough
- Has been vomiting within the last 24 hours
- Has been on antibiotics less than 24 hours
- Has a contagious or unidentified rash
- Has pink eye
- Has lice

If any of these symptoms occur after camp, we request you immediately notify the Camp WB Manager or Camp Administrator. In the case of a communicable disease, the Camp WB will adhere to the Oakland County Health Department guidelines concerning re-admittance.

If a child appears to have symptoms during the day, the parent/guardian will be notified. It is important that parents/guardians pick up ill children immediately, as there is no staff available to isolate an ill child for an extended period of time. If your schedule prohibits this, please make arrangements for a backup person to be available for such an emergency. This person's name should be written on the Camp WB General Information & Release Form so that child may be released into their care.

In case of injury, the Camp WB staff will make an immediate attempt to contact the parent/guardian. If a parent/guardian cannot be reached, the staff will attempt to contact the next person designated. If necessary, 911 may also be called. Until the arrival of the parents, the on-site staff with highest seniority will be in charge and make all decisions concerning the care of the child. It is to the child's benefit that you keep your paperwork up to date on phone numbers, emergency numbers and other pertinent information. If your child has a medical condition or allergy that might be important in an emergency situation, please indicate this on the Camp Agreement and Release Form.

CAMP WB MEDICATION

If your child requires medication during camp hours, Permission to Administer Medication and Release of Claims form **MUST** be completed and signed by the parent/guardian before the medication can be dispensed to the camper. Any medication sent to Camp WB must be in the original container and properly labeled with the child's name, physician's name, instructions and name and strength of the medication. If needed, please request a duplicate bottle from your pharmacy. Permission to Administer Medication and Release of Claims forms are available online. For more information, please read our Administration of Medications Policy, also available online.

WEST BLOOMFIELD PARKS FIRE SAFETY

All children enrolled in the Camp WB program will be instructed on the proper exit procedure from the Drake Community Room in case of fire. Camp WB will use the same policy and procedures used by the West Bloomfield Parks and Recreation Department. Camp WB Fire drills will be performed and logged in accordance with the State of Michigan licensing requirements.

WEST BLOOMFIELD PARKS THUNDERSTORM & LIGHTNING SAFETY

In the event that a thunderstorm watch or warning is declared for the immediate area campers will continue the regular schedule. However, if thunder or lightening is heard or seen all campers will stop outdoor activities and return to the facility and wait 30 minutes from the last sound of thunder or sight of lightning. Indoor activities will continue and campers will remain separated in their pods. Please note mask must be worn inside.

WEST BLOOMFIELD PARKS TORNADO SAFETY

The Camp WB staff will follow the Tornado Safety Policy of the West Bloomfield Parks and Recreation Department. In the event that a Tornado Watch is declared during the hours that Camp WB is in session, the program will be conducted as usual. Campers will be dismissed at the end of the day. In the event of a Tornado Warning, the children will be held in the facility until the "all clear" is given by the proper authorities. Staff members will stay on duty to care for the children until the "all clear" is given and campers are dismissed. Please note mask must be worn inside.

Thank you for trusting Camp WB with your child!

The West Bloomfield Parks and Recreation Commission, established by voter mandate in 1970, is committed to the residents of West Bloomfield. Our mission is to meet the community's recreation, leisure and social needs by acquiring and enhancing public parkland and supporting year-round facilities and programs for youth, teens, adults, families, and seniors. Our goal is to enhance the quality of life in our community by providing facilities, programs and natural settings for the enjoyment of residents. wbparks.org, 248-451-1900

COVID-19 Addendum for Camp WB Operational Guidelines and procedures for COVID-19

For day camps to operate as safely as possible, our staff members and families will need to play a key role in risk mitigation. Many infected individuals will never experience any symptoms and others may only experience mild cold-like symptoms. While COVID-19 can cause severe disease in children and adolescents, as a whole they are more likely than adults to experience only mild symptoms or no symptoms at all. Due to the potential for asymptomatic transmission to occur, other precautions such as mask and social distancing are key since nobody knows whether or not they could be infectious and potentially infecting those around them at any given time.

Monitoring Symptoms of COVID-19

Pre-screening

- The expectation is that parents screen their children at home before arriving at camp. Children with a fever or other COVID-19 symptoms should stay home. Staff will be required to do the same. Additional symptoms to look out for connected to Kawasaki Disease; persistent high fever (over 101 degrees) for at least four days in addition to rash, redness in eyes, lips/tongue, swelling and redness to hands/feet and neck swelling.
- **New campers**
 - All parents will receive a Camper Pre-screening Health Chart 14 days prior to the start of camp. All spaces must be completed on the chart when you drop-off your camper on their first day of camp. The observation of COVID-19 symptoms and exposures are key to maintaining a safe and healthy environment for all involved. If you answer yes to any of the questions, contact the Camp Administrator before coming to camp. We each have to do our best to keep our camp community healthy all summer.
- **Returning Campers Week-to-Week**
 - For those parents that have children in camp the week prior, please complete three columns for Saturday, Sunday and Monday only on the Pre-Screening Health chart. If you skipped a week, please complete 7 days on the chart. **If you answer yes to any of the questions, contact the Camp Administrator before coming to camp.**

WB Parks Health Screening Tracker for Campers

Week Attending Camp	Pre-Screening Dates (Start 14 days prior to Camp start date)	Pre-Screening Returning Campers (Weekend + Monday)
14-Jun	27-May	N/A
21-Jun	3-Jun	N/A
28-Jun	10-Jun	6/26, 6/27, 6/28
5-Jul	17-Jun	7/3, 7/4, 7/5
12-Jul	24-Jun	7/10, 7/11, 7/12
19-Jul	1-Jul	7/17, 7/18, 7/19
26-Jul	8-Jul	7/24, 7/25, 7/26
2-Aug	15-Jul	7/31, 8/1, 8/2
9-Aug	22-Jul	8/6, 8/7, 8/8

Daily Health Screening

Parent/caregiver will have to complete a health check for their child each morning at drop-off.

Parent/caregiver and child(ren) will remain in their cars, masked, for camper temperature to be taken and to complete questions. The questions that will be asked are:

- 1.) Has your child had a fever (temperature over 100 degrees) in the last 3 days?
- 2.) What is your child's current temperature?
- 3.) Have you or your child been in contact with a person who has COVID-19?
- 4.) Has your child felt unwell in the last 3 days? (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, and/or diarrhea)

Campers will be asked if they have felt sick in the last 3 days and are they feeling well today. Campers will continue to be monitored throughout the day and their temperature will be taken again mid-day.

Health Screening Protocol & Communication

- **If someone becomes symptomatic or a confirmed case onsite:**
 1. All individuals involved will be asked to put on a mask.
 2. Then they will be escorted to the designated isolation room/area at camp.
 3. The local health department will be contacted and directives will be implemented.
 - a. They will provide guidance regarding how to determine who should be considered a close contact.
 4. The parent/caregiver will be contacted for those campers directly involved.
 - a. If your child is showing symptoms you will be asked to pick them up within 60 minutes of our call.
 - b. We will protect the privacy of the individual(s) that has symptoms.
 - c. Camper and their family are to remain home until a test can be taken, if positive, camper must remain home until family is cleared of infectious risk. Doctor's note will be required to return back to camp.
 5. All camp parent/caregivers will be emailed regarding the nature of the exposure and the directives given by the health department.
- **Reporting Symptoms/Positive Test Outside of Camp**
 - Parents/Caregivers/Staff should report possible illness if anyone in their household shows symptoms or has tested positive for COVID-19
 1. Please send an email to the camps@wbparks.org with SUBJECT LINE: **COVID EXPOSURE REPORT**
 - Provide the camper's name and details of exposure/symptoms/positive test
 2. Contact the WB Parks front desk at 248-451-1900 and leave a message with your contact information.
 3. Please follow-up within one hour if you have not been contacted regarding your email/message.
 - We will contact the local health department and our licensing consultants for next steps.
 - We will protect the privacy of the individual that has been exposed.
 - Parents will be emailed with the details and the nature of the exposure and the directives given by the health department.

Physical Distancing & Camp Space

- Camp will take place entirely outdoors. Unless using the restrooms or hot/inclement weather.
- There will be 10 campers per group with two staff. These groups will remain together all day every day. Interactions with other camper/staff groups will be 6ft or more at all times.
- Groups will be assigned designated areas in the park and under the shelter.
- Indoor activities will be limited and consist of individual groups.
- In the event of inclement weather, groups will practice physical distancing from other groups and wear a mask at all times inside.

Shared Equipment

The amount of shared equipment will be limited. Only the use of equipment (i.e. sporting and some craft supplies) that can be cleaned effectively will be used. It will be cleaned in-between each group use; along with hand sanitizing before and after use by campers.

Pick-up & Drop-off Procedure

- Due to strict safety standards, this process will be very different than years past. Parents/caregivers will be unable to enter any of our camp facilities, sports fields or spaces where camps are taking place. If you must exit your vehicle you are required to wear a mask. **A mask is required by all individuals in the car when interacting with staff.**
- Drop-offs and pick-ups will likely happen in front of our facility, curb-side or in a designated area of our parking lots. Details will be given prior to the start of camp. You will only be able to observe camp from the safety of your vehicle.

Hygiene and Cleaning Procedure

Hygiene

- Regular hand washing/sanitizing will be reinforced with campers and staff.
- Hand sanitizing stations will be made available.
- Additional hand sanitizing and washing will be programmed into our daily schedule and practiced throughout the day.
 - For example:
 - Upon arrival and departure to camp
 - After each activity
 - Before and after eating
- Reminders to cover sneezes and coughs with their elbow and washing their hands after blowing nose.

Cleaning

Frequent cleaning and disinfecting of high touch surfaces (i.e. door handles, tables, seating, etc.) will occur throughout the day and in-between group usage. Additional end-of-day cleaning will take place by camp and park maintenance staff.

Mask Policy

Masks are an additional step to help slow the spread of COVID-19 when combined with every day preventive actions and physical distancing in public settings. Using masks help protect others in case you are infected

but don't have symptoms.

Required to wear mask:

- Inside the building at all times.
- During outdoor activities when unable to maintain 6ft of physical distancing between others outside of your household.
 - Staff wear mask within assigned group when unable to maintain 6ft, but do not wear if exerting them self during an activity.
- Parents and pre-scheduled visitors wear mask upon interaction with staff in car if within 6ft, or if exiting your vehicle.
- If assumed to have symptoms at camp or as a precautionary measure if exposed.
- Those staff interacting with multiple groups will wear face covering during each occurrence.
- Staff assisting anyone with symptoms or suspected exposure.

Who should NOT wear a mask: anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

How to Wear your Mask 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.

How to Handle Mask

- Don't put the covering around your neck or up on your forehead.
- Don't touch the mask, and, if you do, wash your hands.
- Handle only by the ear loops, ties, sides, or corners.
- Fold outside corners together.
- Place covering in the washing machine (learn more about [how to wash cloth face coverings](#)).
- Be careful not to touch your eyes, nose and mouth when removing and wash hands immediately after removing.