

Mast Tennis Academy Summer Camp Operational Plan

This document has been developed to provide clear direction on the necessary steps Mast Tennis Academy is taking to manage our camp locations as safely as possible for our campers this summer. The goal is to create a safe and healthy environment for staff and children by making the necessary adjustments to help limit the risk of exposure to COVID-19 and implement these safety measures as suggested by the CDC, the ACA, and the Maryland Department of Health and Hygiene.

Camp Communication: Mast Tennis Academy and our administrators will be in regular contact with our campers, parents and legal guardians, staff and coaches as we receive health recommendations for continued guidance of safe operations throughout camp this summer. We have put together a group of medical professionals along with our staff to help answer questions and concerns.

Our website and social media platforms will continue to be updated with camp and health information. Staff is available to assist by calling 443-739-3655 or emailing david@masttennisacademy.com at any time.

This is an outdoor camp. We will be on alert for heat-related signs and symptoms. We will seek cover or early closure if heat index gets too high (decided on by Camp Director).

Camper Health: Science has demonstrated that children who carry and transmit COVID-19 may have very few, if any symptoms. Because of this, if an asymptomatic adult infects a child and that child enters a camp facility with no symptoms, there is a risk of that child transmitting the virus to others in the camp, both children and staff. We strongly recommend parents and legal guardians of higher-risk campers to consult with their child's medical provider to assess their risk and determine if camp attendance is acceptable. Primary care providers are in the best position to make a professional judgment based upon an individual's health status and their suitability for the camp environment at this time. ***No sick camper or staff member may attend camp.*** Because the grouping method allows for children within each individual group to intermingle, all caretakers, especially parents and staff, must be aware that their actions play a critical role in reducing the risk of infectious disease transmission. It is therefore paramount that operators, parents and staff follow the guidelines as described throughout this document.

In addition, parents are advised of the following:

- Adults in contact with children attending camp need to be hyper vigilant about monitoring for symptoms and should contact their primary care provider to determine if they need to get tested, if they develop any of the following symptoms: fever, new cough or worsening chronic cough, runny nose (not associated with allergies),

headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.

- If children attending camp have a vulnerable adult at home, the parent will want to consider the risk of the child bringing COVID-19 home to the vulnerable adult in the home.
- For adults bringing their child to camp, those adults in the child's "bubble" will want to minimize their non-essential movement outside the home.

About COVID-19: Coronaviruses are a large family of viruses. Novel coronaviruses are new strains of the virus that have not been previously identified in humans. There is evidence that this virus can be spread person-to-person.

At this time, it appears the virus is transmitted by larger droplets, like from a cough or sneeze.

Current evidence indicates it is not airborne through long distances or times. However, it possibly may survive up to a few days on various surfaces, so frequent environmental cleaning is important.

<https://www.mayoclinic.org/diseases-conditions/coronavirus/in-depth/coronavirus-in-babies-andchildren/art-20484405>

Symptoms for the novel coronavirus are mostly similar to those for influenza or other respiratory illnesses. They can range from mild to moderate and can include fever/feverish, new cough or worsening chronic cough, runny nose, headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell. Symptoms can sometimes lead to severe illnesses.

See self-assessment- <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

What can you do to help prevent and control COVID-19 spread?

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Mast Tennis Academy COVID-19 Operational Plan: Mast Tennis Academy has developed an operational plan outlining how we will manage daily operations to meet the additional measures outlined in this document. The plan explains procedures on how we are implementing group restrictions at our camp locations, while maintaining low staff to camper ratios and disease preventive controls such as personal hygiene, cleaning and disinfection, and the management of illness. Mast Tennis Academy has drastically limited the number of campers at each location this summer and will not be running certain activities along with following the recommended guidelines and safety protocols.

Implemented Safety Actions

- Promote healthy hygiene practices
- Intensified cleaning and disinfection
- Ensure physical distancing
- Limit sharing
- Trained staff
- Screening for signs and symptoms
- Plans in place for sick child or staff
- Maintain healthy operations
- Monitor risk-reduction strategies
- Community response plan

Summary of key strategies to help prevent and control COVID-19 spread

- Strict exclusion of children or staff who are sick with any of the following symptoms: fever, new cough or worsening chronic cough, runny nose (not associated with allergies), headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.
- Those who are sick must stay home, contact their healthcare provider, and cannot return until fully recovered. A healthcare provider must provide a note stating that the camper can return. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- If tested, your healthcare provider will inform the individual or parent (when a child is involved) when isolation may be lifted. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded, but a note from their physician or medical provider is requested.
- Any person arriving from travel outside of the United States must self-isolate for 14 days at home, monitor for symptoms and avoid attending any camps.
- If a staff or child at camp tests positive for COVID-19, healthcare providers and the health department will identify who the close contacts are and manage the outbreak with respect to healthcare measures and communication.
- Staff are encouraged to remind campers to practice good respiratory etiquette such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Tissue should be disposed of immediately and hands washed or hand sanitizer used.

- Staff and campers must practice good hand washing procedures and hygiene. Increased hand washing and hand sanitizer will be encouraged.
- Enhanced regular environmental cleaning of the facilities including high touch surfaces.
- Items that cannot be easily cleaned (art supplies, play dough, puzzles) have been removed.
- Parents must provide lunch for their children. Individual packaged fruit snacks and Gatorades will be available for purchase.
- Reinforce "no sharing" policies daily and often. The practice of not sharing will support the efforts of reducing virus transmission between children.
- Respect physical distancing as described below.

In the Event of a Potential Exposure

- Mast Tennis Academy will immediately inform parents about any potential contact their children may have had with suspected or confirmed cases. Please see procedures and isolation plan contained in this document. Each week detailed rosters are kept with camper attendance so that proper communication can take place within groups should campers have had exposure to a sick staff member or child.

The camp will post signage such as hand washing and personal hygiene etiquette at each location. It has placed visual reminders at all locations enforcing proper hand washing and healthy habits.

Staff Training and Responsibilities All Mast Tennis Academy staff and coaches have completed trainings in all aspects of summer camp and caring for campers. All staff have received training on COVID-19 operations and consistent re-enforcement will take place each week of summer. We are extremely fortunate to have returning staff that will be responsible for the smaller groups this summer.

<https://www.acacamps.org/resource-library/coronavirus/health-wellness-resources>

Records and Sign-Ins: Camps are required to have up to date records for each child attending the facility (names and contact numbers). Mast Tennis Academy families must have completed camp forms on file before any child can attend camp. Please complete the Medical Release Form and Coronavirus Release Form prior to the first day of camp. A log will be kept for each self-contained camp group that would include the names of those in the group and the dates the group attended camp. Mast Tennis Academy will maintain these records, should they be needed to help with contact-tracing, if a COVID-19 case was found at a location.

For parents of children attending camp – if your child is sick, they must not come to camp. You must keep them at home and away from others. Please encourage your child that if he or she is not feeling well while at camp, to let an adult know they are feeling sick.

The greater risk of transmission in the camp environment is between adults. It is of utmost importance that camp staff, instructors and other adults maintain physical distancing between themselves. No sick staff member or child may attend camp.

Our job is to fill each child's day with fun and engaging activities that are safe with the most recent guidelines in place. Be sure your camper gets enough rest at night. We ask that all parents send a labeled reusable water bottle to camp each day. Instruct your child to use it and [refill it frequently](#). Staying hydrated is important to a healthy camp experience.

Summer Camp Drop-off and Pick-up: We are encouraging one adult per family be responsible for the drop-off and pick-up of the camper or children at the facility as best as possible. Social distancing during camper drop-off and pick-up times will be implemented this summer. We have increased the amount of time to drop patients off in the morning to reduce the number of people at the facility at the same time. [We ask all drivers to remain in their vehicles and follow the direction of staff](#). Individuals who are at higher risk for severe illness per CDC guidance should not drop off or pick up campers.

Visitors will be limited and will be required to remain in their cars and/or away from campers until pick-up.

Camps are restricted to essential staff and campers only for this summer.

Pre-Screening Process

Prior to attending any Mast Tennis Academy camp, all staff, children, others deemed essential will be pre-screened. Parents are asked not to walk their camper into any of the buildings as we need to limit visitors and the current restrictions in place are for outdoor camp programs only. Please know this is for the safety of everyone in our Mast Tennis Academy camp community.

Screening Questionnaire for COVID-19.

Pre-screening is to include temperature checks, using a non-contact thermometer. When using a non-contact thermometer refer to the manufacturer's recommendation for what is considered a normal temperature range when used to take an individual's temperature.

All staff and campers will have their temperatures checked when they arrive at camp each day.

Temperatures above 100.4 will result in no entry to camp.

Following pre-screening, those children and staff exhibiting symptoms will be advised of the following:

- Strict exclusion of children or staff who are sick with 1 or more of the following symptoms: fever or signs of fever, new cough or worsening chronic cough, runny nose, unusual new headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.
- If either of the above criteria is met, those who are sick must go home, contact their healthcare provider, and cannot return until fully recovered.

Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are not required to be excluded but a note from their physician or medical provider is requested.

Masks and Face Coverings: According to the CDC staff will wear cloth face coverings during activities when maintaining physical distancing is not feasible due to area limitations. Masks and face coverings are not required for outdoor activities when practicing social and physical distancing measures. Until the current restrictions are lifted staff will wear face coverings when required and where appropriate according to CDC guidelines. It is up to the parent should they prefer that their child wear a mask when appropriate. The parent will need to supply the child's mask or face covering.

Physical Distancing Practices and Small Groups: Staff will consistently provide reminders and encourage children not to touch other children and to practice good personal hygiene. We ask all parents to also communicate safe practices with their child before arriving at camp. It is important for children to be reminded and educated at the beginning of each camp day on how to wash their hands, how to cover their sneezes and coughs properly, and the importance of not touching their face or touching others. Our staff will reinforce positive healthy practices daily.

If a child is unable to follow safe practices as stated above, those campers will need to be picked up. Safety is our number one priority at camp for everyone.

Staggered and frequent visits to bathrooms and/or hand washing and hand sanitizing stations will happen throughout the day, before and after lunch, and will be enforced for all camp groups and facilitated by camp staff. For each camp group, the same staff member and same group of children will stay together each week as much as possible.

Groups will be divided by age and/or skill level with 9 or less campers per group and 1 staff member not to exceed 10 people.

For locations that have multiple groups, each small group will be separate from others and intermingling between individual camp groups will be limited. Any changes in groups will be documented daily.

Activities and lunches will meet the physical distancing guidelines. Campers will be spread out when having lunch or snack. Until restrictions are lifted campers will do activities outside including lunches.

We will continue to monitor developments and updates from the CDC, DHMH and those that provide direction should these temporary limits be adjusted or revised in the weeks ahead.

Cleaning and Disinfection Procedures: Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as doorknobs, handrails, sports equipment, etc., will be cleaned frequently. Toys and equipment have been limited, and outdoor activities and sports have been planned according to social distancing measures. All toys and equipment will be sanitized between use.

A cleaning and disinfection schedule is in place for all Mast Tennis Academy locations with clear accountabilities assigned to specific camp staff. Additional staff has been assigned solely to focus on enhanced daily cleaning procedures.

Mast Tennis Academy will provide cleaning and disinfecting of communal spaces between groups along with cleaning and disinfecting of any shared items between uses. When possible, campers will be assigned items and materials to reduce the quantity of items shared.

Personal Hygiene Etiquette

Hand Washing and Hand Sanitizing

Hand washing is one of the best ways to protect yourself and others from getting sick from COVID-19 and other germs. Mast Tennis Academy has added hand-washing stations at each location if needed and has hand-sanitizing products readily available and easily accessible for campers and staff.

Hand Washing with Soap and Water

To wash your hands properly with soap and water, follow these steps:

- Wet your hands and apply liquid soap or clean bar soap.
- Rub your hands vigorously together, scrubbing all skin surfaces.
- Pay special attention to the areas around your nails and between your fingers.
- Continue scrubbing for at least twenty seconds.

- Rinse your hands and dry them well.
- Turn off faucets with paper towel if needed.
- Open door of bathroom with paper towel in hand and then dispose in wastebasket.

Hand Sanitizing with Hand Sanitizer

Alcohol-based hand sanitizers with a minimum 70% alcohol may be used by children and staff, if they do not have access to soap and water, and if their hands are not visibly soiled. Children are to be supervised when using these sanitizers. Hand sanitizer products must not be ingested and must always be kept out of reach of children.

To wash your hands properly with alcohol-based hand sanitizers, follow these steps:

- Apply hand sanitizer.
- Rub into the front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists and rub until dry.

Staff and children must practice good hand hygiene:

- on arrival;
- before and after lunch;
- after using the toilet;
- after blowing nose, coughing or sneezing; and

In addition to the above, staff are required to wash their hands:

- after helping a child use the toilet;
- after breaks

Other Personal Hygiene Etiquette

- Avoid touching the face, eyes, nose or mouth with unwashed hands.
- Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing. Dispose of used tissues immediately and then clean hands.
- Ensure signage on personal hygiene etiquette such as hand washing and sneezing and coughing etiquette is posted at each location.
- Please teach and practice good respiratory hygiene and cough etiquette within your household.

Additional measures to help prevent and control COVID-19 spread

Supplies

Mast Tennis Academy has obtained all the necessary supplies as recommended such as liquid soap, paper towels, tissues, hand sanitizer, cleaning and disinfecting supplies and personal protection equipment (masks) in order to be proactive with maintaining daily safety and cleaning procedures.

For personal protective equipment all locations have a supply of community masks for children or staff who may become ill while at camp. For campers that choose to wear masks or face coverings, these must be supplied from home.

Mast Tennis Academy has delegated responsibility to several staff to monitor supplies to ensure stock is maintained during camp operating hours.

Campers will have individual designated personal belonging areas each week. Campers will have designated morning meeting areas outside that will remain consistent throughout the week.

Bathrooms

Bathrooms are equipped with running water under pressure, liquid soap, paper towels, toilet paper, and garbage containers. Proper hand washing signs are posted. Bathrooms are cleaned frequently. Bathroom visits will be staggered among groups each day to avoid any potential of groups intermingling.

Camp Food

- All lunches must come from home. Additional home snacks may be sent.
- Discourage any sharing of food between children or staff.

Lunches

Campers will have staggered lunch periods and will have spaced out assigned seating during lunchtime outside. When possible use utensils rather than hands to eat. Avoid touching your eyes, nose, and mouth. Campers will wash hands before and after lunch. Please be sure your child has a hearty and healthy lunch each day with an afternoon snack option brought from home if needed.

Control measures as guided by the Department of Health and Mental Hygiene if an outbreak is detected.

What is considered an outbreak when dealing with a confirmed case or a suspect case of COVID19?

One confirmed case of COVID-19 (Individual who tests positive for the virus causing COVID-19), or two or more suspect cases of COVID-19.

A suspect case is defined as:

- a child or staff that has 1 or more of the following symptoms: fever, new cough or worsening chronic cough, runny nose (not allergy related), new unusual headache, sore throat, new onset of fatigue, new onset of muscle pain, diarrhea or loss of taste or smell.

How to report cases to the Health Department?

If the camp facility has one confirmed case of COVID-19 or, has 2 or more suspect cases of COVID-19, the facility is to advise the Health Department by contacting them directly. Health care providers must contact the MDH Infectious Disease Bureau to request COVID-19 testing for a suspect case, at 410-767-6700 during business hours and after hours call the MDH Emergency Call Center at 410-795-7365 to arrange the initial disease consultation.

Testing is usually not recommended to clear an individual. Primary care and healthcare providers will inform the individual or parent (when a child is involved) when isolation may be lifted.

If an outbreak is declared, then the facility must close. The facility cannot reopen until advised to do so by the Health Department. The Health Department will be involved to manage the outbreak and ensure contacts are identified, public health measures are in place and will lead any communication that is required with the Mast Tennis Academy camp community.

Outbreak Management Plan

As part of the current mandate, camps are required to have an outbreak management plan. The plan will be updated to include information on COVID-19 and the control measures to follow when dealing with a suspected case of COVID-19.

Mast Tennis Academy control measures on suspected cases of COVID-19 include:

- If a camp location is required to be closed because of an outbreak, the Health Department will give the directive to the facility and parents will be notified.
- If exclusion or isolation is required, measures are in place to inform parents/guardians and staff of the situation and of how important this control measure is. Proper exclusion/isolation is one of the most important and effective measures in controlling the spread of disease to others. Parental and staff cooperation is critical. The facility must have an area that can be designated to isolate a staff or child that becomes symptomatic during the day while waiting to be picked-up. Pick-up is to occur within an hour of notification. Parents must be aware that this is an expectation. Mast Tennis Academy will designate areas at each location for children or staff to be placed should isolation or exclusion need to happen. All Mast Tennis Academy staff have training and are aware of the proper procedures should this be needed.
- Symptomatic children must be immediately separated from others in a supervised area until they can go home. Where possible, anyone providing care to an ill child should maintain 6-feet of social distance.
- It would be important that the group of combined children/staff the symptomatic child was in, not mix with the rest of the camp population until the 'suspect case' is assessed.
- If a 6-foot distance cannot be maintained from an ill child, if circumstances allow, the child should wear a mask.
- Ill staff must immediately isolate from others and wear a mask until they are able to leave the facility.
- Hygiene and respiratory etiquette must be practiced while the ill child or staff is waiting to be picked up.
- Environmental cleaning and disinfection of the isolation area must be conducted once the ill child/staff has left the facility.
- If an outbreak is confirmed, post appropriate notices for parents/guardians at all entrances to the facility to ensure that disease information is available for staff and

parents/guardians if needed or requested. All families will be notified immediately should this be the case.

As additional information becomes available through governmental agencies, medical authorities and professional industry associations, the recommendations and suggested practices within this guide for Mast Tennis Academy summer camp will be updated on our Mast Tennis Academy website. Our goal is to provide a safe and positive camp experience for your children, while they are in our care.

Communication is extremely important, and we ask that all families reach out at any time for us to help answer questions or provide assistance. Our goal is to work with all families throughout the summer months to make this the best summer ever!

Below is the daily screening questionnaire that is required each day a child arrives at camp. Please read these over prior to your first day of camp so you know what is being asked. We ask that families please be patient as we navigate the ever-changing guidelines and recommendations.

Our goal is to provide the safest summer camp experience for your children and your families.

Mast Tennis Camp Daily Screening Questionnaire for COVID-19

FOR ALL STAFF, CHILDREN, PARENTS/GUARDIANS AND VISITORS: PLEASE DO NOT ENTER THE CAMP WITHOUT ANSWERING THE FOLLOWING QUESTIONS

*Note: Children or staff who have been identified as having seasonal allergies or who suffer from chronic runny nose/nasal congestion are **not** required to be excluded.*

Camper Name: _____

Facility: _____

For parents/guardians/caregiver: I, _____ am answering the screening questionnaire for the child described above.

1. Does your camper have:

- A. Any symptoms in the last 10 days: fever or chills, new cough or worsening chronic cough, congestion or runny nose (not associated with allergies), unusual headache, sore throat, new onset of fatigue, new onset of muscle pain or body aches, diarrhea, nausea or vomiting, or loss of taste or smell?

If answered YES, then you must stay home, contact your healthcare provider, and cannot return until fully recovered and a note provided by your healthcare provider. If tested, the healthcare provider will inform the parent/guardian when isolation may be lifted. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

2. If you have answered YES to any of the following below, then you must stay home and self-isolate for 14 days. If you develop symptoms, please refer to the self-assessment link on the CDC webpage.

a. Have you or anyone in your household had close contact (face-to-face contact within 6 ft. for more than 15 minutes WITHOUT taking proper precautions like wearing a mask and frequently washing your hands during this contact period) with a confirmed or suspected case of COVID-19 within the last 14 days?

b. Have you or anyone in your household returned from travel outside of US within the last 14 days?

c. Have you have been diagnosed with COVID-19 or are waiting to hear the results of a lab test for COVID-19 in the last 10 days?

e. Have you been told by a public health worker that you may have been exposed to COVID-19 in the last 14 days?