



Winter 2020 Wednesday in the Woods Programming Procedures

In order to keep participants, volunteers and staff as safe as possible we will be implementing the following procedures:

Grouping of Campers

Campers will be grouped by grades (K-1st, 2nd-3rd, and 4th-5th) and will stay with their same class throughout the day and not intermingle with other groups.

Each small group will be limited to 15 people total. This will generally be 12 campers, 1 teacher and 1-2 assistants.

Each camp will use the outdoors as the gathering space. Camps will use the yurt as a warming station. Masks must be worn at all times when inside the yurt. Camps will take turns using the yurt and will not share the space with other groups. Common touch areas will be sanitized before use. The yurt door will be opened in between groups to allow for air exchange.

Weather:

In the event of severe inclement weather the class will be cancelled. Parents will receive email notification of cancellation, a text message (if they choose to opt in), it will be posted on our facebook page, the cancellation will also be listed on WDIO and KBJR. Notification will go out as soon as possible.

Cold weather: because this program is held entirely outdoors and there is limited time that groups can warm up in the yurt, we may need to cancel due to cold weather to keep participants safe.

In the event that unexpected severe weather (such as lightning) begins during a program, participants will be moved to the pavilion, yurt or awning for protection. A mass text and email will be sent out to parents that the program will be cancelled. Participants are expected to be picked up within 30 minutes once the text and email are sent out.

Hand Sanitizing:

To avoid getting participants' hands wet and cold and then getting mittens damp, we will not be washing hands at drop off. Hand sanitizer will be available at all times.

Teachers will not spray sanitizer on mittens.

If it's a day where mittens/gloves are off and on, everyone will get a spray when the mittens start to come off.

Teachers will spray hands when mittens come off and stay off--inside the yurt, before or after toileting, etc.

Drop Off and Pick up

Parents will park and walk their campers to the assigned meeting area for their child's group. Parents and participants will be required to wear masks. Parents will receive a list of symptoms and will be asked to self screen their child prior to arrival and keep their child home if they are sick or have come into contact with someone with a confirmed case of Covid-19 within the past 14 days. The teacher will confirm the child has passed the self screening before signing the camper in by writing down the initials of the person dropping off or picking up (touch-free for parents).

Sanitization:

Staff will sanitize all commonly touched surfaces multiple times throughout the day. Any equipment used during the program will not be shared among campers and will be properly sanitized.

Face Masks:

Staff will wear face masks when physical distancing of more than 6 feet is not possible. We require all campers wear face masks when unable to physically distance, as long as they are able to reliably wear, remove and handle masks in accordance with the CDC guidelines. For example: campers will not need to wear masks free playing at a distance. They will need to wear masks if the groups have to gather close together.

Snack and Lunch:

Campers need to bring a labeled water bottle. Campers will **not** have a snack time or lunch and should not bring food.

Health Screening Policy:

Parents are expected to monitor the health of their child and keep them home if they or a family member are exhibiting any of the following symptoms:

1 of the following symptoms:

- Fever of 100.4 or greater
- New onset and/or worsening cough
- Difficulty breathing
- New loss of taste or smell

2 or more of the following symptoms:

- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Excessive fatigue
- New onset of severe headache
- New onset of nasal congestion or runny nose

If a camper or staff have come into close contact with someone who has tested positive for COVID-19 they will need to stay home 14 days before they may come back.

Parents should use the home screening tool to assess if their child may attend camp:

<https://www.health.state.mn.us/diseases/coronavirus/schools/homescreen.pdf>

For additional information, see the most recent Minnesota Department of Health decision tree. <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf> (Updated August 31, 2020).

If a camper or staff comes down with COVID-like symptoms, they will need to stay home for 14 days and be encouraged to contact their doctor for a COVID-19 test.

If a camper or staff tests positive for COVID-19, Hartley Nature Center will follow this procedure:

- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality.
- Close down the class for two weeks to allow for CDC recommended quarantine for those who have come in close contact.
- Sick staff or participants may not return until they have met CDC criteria to discontinue home isolation.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop.

If a camper becomes sick during the program, they will be isolated from other campers and monitored by staff. Sick campers will need to be picked up within 30 minutes. We ask that arrangements for unexpected needs for pick up are in place and that pick up will take place as soon as possible. Parents should make sure to communicate to staff if the emergency contact for the day has changed so that campers are picked up within the 30 minute window if they become ill.

These procedures may be modified at any time based on the recommendations from the MN Department of Health and CDC. HNC reserves the right to cancel the program at any time if we are not able to safely teach your children.

Closures

Our aim is to continue to provide programming--as long as it is safe and feasible to do so. However, as circumstances change this plan may also change. As we determine the ever evolving level of mitigation required to keep staff and children safe and healthy, we will continue to monitor the St. Louis County and Duluth [rates of COVID-19](#) and the recommendations and requirements of our local and state public health officials.

Depending on circumstances and Department of Health recommendations, it's possible that a class or the entire Wednesdays in the Woods program could be closed one or more times for a quarantine due to teacher, child, or other Hartley staff members testing positive for COVID-19.

The Wednesdays in the Woods will also cancel in the event of severe inclement weather (lightning or downpouring rain).

Financial Policies Related to COVID-19 Related Closures

Because we want to be responsive to changing circumstances and the needs of families, ongoing safety considerations, and the need to maintain organizational flexibility, the following financial policies will be in effect. In the event Hartley Nature Center programming needs to close because of ill campers or staff, if required by public health officials, for other pandemic-related reasons, or for inclement weather:

- Hartley Nature Center will not issue refunds for any closures totaling less than 3 sessions.
- Pro-rated refunds will be issued for closures totaling 3 or more sessions.
- If an individual child misses the program for quarantine, illness, or other reasons Hartley Nature Center will not issue refunds.