

# **Tyngsboro Sports Center**

## **Policies and Procedures**

**Summer 2020**

<b>Staffing and Operations</b>	<b>p. 3</b>
<b>Social Distancing and Group Size</b>	<b>p. 3</b>
<b>Screening and Monitoring</b>	<b>p. 3-4</b>
<b>Isolation and Discharge</b>	<b>p. 4</b>
<b>Hygiene and Handwashing</b>	<b>p. 5</b>
<b>Personal Protective Equipment &amp; Face Masks</b>	<b>p. 5</b>
<b>Cleaning, Disinfecting and Sanitizing</b>	<b>p. 6</b>
<b>Food Service and Safety</b>	<b>p. 6</b>
<b>Staff Background Information Policy</b>	<b>p. 7-9</b>
<b>Staff Orientation Plan</b>	<b>p. 9-10</b>
<b>Prevention of Abuse and Neglect</b>	<b>p. 11-12</b>
<b>Camp Discipline and Guidance Policy</b>	<b>p. 12-13</b>
<b>Fire Drills</b>	<b>p. 13</b>
<b>In Case of Fire</b>	<b>p. 14-16</b>
<b>Disaster Plan</b>	<b>p. 17</b>
<b>Lost Camper Plan</b>	<b>p. 17</b>
<b>Traffic Control Plan</b>	<b>p. 18</b>
<b>Special Contingency Plan</b>	<b>p. 18-19</b>
<b>Health Care Policies and Guidelines</b>	<b>p. 19-23</b>
<b>Protocol to Handle Unrecognized Persons at Camp</b>	<b>p. 23</b>
<b>Required Ratio of Staff to Campers</b>	<b>p. 23</b>
<b>Health Records</b>	<b>p. 24-25</b>
<b>Physical Examinations &amp; Immunizations</b>	<b>p. 25</b>
<b>Required Immunizations</b>	<b>p. 26</b>
<b>Camp Dismissal</b>	<b>p. 26-27</b>
<b>Medical Log</b>	<b>p. 27</b>
<b>Protection from the Sun</b>	<b>p. 27</b>

# Staffing and Operations

## In accordance with Section 2 of MRHS:

1. Parents will be provided via email with information on TSC's camp policies for preventing and responding to COVID-19.
2. Darryl Wickens and Susan Ryan are responsible for responding to COVID-19 concerns. Employees and parents may contact them in person, by phone or via email with concerns.
3. Visitors (including parents) and volunteers are not permitted.
4. Staffing will be increased to ensure supervision of campers and to accommodate cleaning requirements. Two Health Care Supervisors will always be present.
5. Close communal use spaces, such as the arcade, to reduce congregating.
6. Review medical information submitted by parents. Reach out to parents of high-risk children to encourage them to discuss with their healthcare provider about whether the program is a safe option for the child.
7. Make enrollment capacity decisions based on the physical building capacity and the number of campers/staff anticipated in any one area and the ability to implement consistent physical distancing between campers/staff.

# Social Distancing and Group Size

## In accordance with Section 3 of MRHS:

1. Group size limited to ≤12 staff and campers and social distancing must be maintained within each group.
2. May have multiple groups of 12 but must maintain social distancing between and within groups.
3. Cohorts must not be combined at any time and staff must not float between groups during the day-to-day, unless needed to provide supervision of specialized activities.
4. Limit activities to those that can maintain social distancing; activities should be outside when possible.
5. 6 feet will be required between individuals during camp drop off and pickup.

# Screening and Monitoring

## In accordance with Section 4 of MRHS:

1. Daily screening of staff and children will be conducted before they are permitted to enter the building.

2. All staff, campers and parents will enter through the front door of the sports center to ensure that no individual can enter the building until they successfully pass the screening.
3. The screening will take place in the office to the left as you enter the front door of the sports center to allow for privacy, confidentiality, and social distancing.
4. The staff responsible for screening must wear a mask and appropriate gloves.
5. Each staff member and child's temperature will be taken using non-contact or temporal thermometer.
6. A verbal screening will be conducted asking the following questions:
  - Fever (temperature of 100F or above), felt feverish, or had chills?
  - Cough?
  - Sore throat?
  - Difficulty breathing?
  - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
  - Abdominal pain?
  - Unexplained Rash?
  - Fatigue?
  - Headache?
  - New loss of smell/taste?
  - New muscle aches?
  - Any other signs of illness?
  - In the past 14 days, have you had close contact with a person known to be infected with COVID-19?
7. Health check responses and temperature check results must be recorded and maintained on file.
8. Staff must actively monitor children throughout the day for symptoms of any kind.
9. Keep track of individuals that staff, and children come into contact with during the course of the day in the potential case of exposure.

## **Isolation and Discharge**

### In accordance with Section 5 of MRHS:

1. If a child or member of the staff becomes sick, the individual will be isolated in the office on the first level of the sports center. An isolated child will be supervised at all times by Darryl Wickens, Sue Ryan or one of the Health Care Supervisors.
2. Contact the child's parents and send home as soon as possible.
3. Immediately notify the local board of health of a suspected or confirmed case of COVID-19.
4. Have a mask available for the child and staff who become symptomatic until they have left the premises.
5. An ill child or staff member will use the exit door on the right side of the building.

# Hygiene and Handwashing

## In accordance with Section 6 of MRHS:

1. Adequate and readily accessible supplies for frequent and effective hygiene behaviors by children will be available.
2. Handwashing facilities with soap and water including handwashing instructions are accessible in the rest rooms.
3. Hand sanitizer with at least 60% alcohol will be utilized when handwashing is not available, and children will be instructed on proper use under the supervision of staff.
4. Campers will have written parent/guardian permission to use hand sanitizer.
5. Hand sanitizer stations will be set up inside the entryway of the building, in each break/lunch room and in the center walkway outside each turf field.
6. Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands. Reinforce to staff and children that they must be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:
  - Upon entry into and exit from the field or court;
  - When coming into the sports center from outside activities;
  - Before and after eating;
  - After sneezing, coughing or nose blowing;
  - After using the rest room;
  - Before handling food;
  - After touching or cleaning surfaces that may be contaminated;
  - After using any shared equipment like toys, computer keyboards, mouse;
  - After assisting children with handwashing;
  - Before and after administration of medication;
  - After contact with facemask or cloth covering; and
  - Before and after changes of gloves.
7. Sign in stations will be in the first-floor office, outside of the program space. Pens will be cleaned between users.

## Personal Protective Equipment (PPE) and Face Masks/Coverings

### In accordance with Section 7 of MRHS:

1. Staff must wear face coverings whenever 6 feet of physical distancing is not possible. Even if physical distancing is maintained, staff are encouraged to wear a cloth face covering. Disposable masks will be provided if needed or clean cloth masks may be worn.
2. When possible and at the discretion of the parent or guardian of the child, programs should encourage the wearing of masks or cloth face coverings for children age 2 and older who can safely and appropriately wear, remove and, handle masks.
3. Masks are not required during active play and when social distancing of six feet can be

- maintained.
4. Masks and cloth face coverings should be routinely washed (daily and any time the mask is used or becomes soiled), depending on the frequency of use.
  5. Staff must wear appropriate gloves during food preparation and screening activities.
  6. Masks must be worn to enter TSC. Disposable masks will be provided if necessary.

## **Cleaning, Disinfecting and Sanitizing**

### In accordance with Section 8 of MRHS:

1. Lysol Disinfecting Wipes will be used for cleaning, disinfecting, and sanitizing, paying extra attention to frequently touched objects and surfaces, including doorknobs, bathrooms, sinks, play equipment and railings.
2. Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is in product instruction.
3. Minimize equipment sharing, and clean and disinfect shared equipment at the end of each activity. Personal equipment, such as helmets and pads, shall not be shared.
4. At the end of each camp day, all sports equipment, tables, chairs, counters, and bathrooms will be cleaned and disinfected.
5. While cleaning and disinfecting, staff must wear gloves as much as possible. Handwashing or use of an alcohol-based hand sanitizer after these procedures is always required whether gloves are used or not.
6. A designated staff member will be assigned for cleaning and disinfecting. Coaches will disinfect snack and lunch areas immediately following snack and lunch time.
7. A designated staff member will be assigned to disinfect surfaces and equipment at the end of each camp day.

## **Food Service and Safety**

### In accordance with Section 11 of MRHS:

1. Multiple dining areas will be utilized during snack and lunch breaks, along with social distancing.
2. Staff must ensure children wash hands prior to and immediately after eating.
3. Staff must wash their hands before preparing food and after helping children to eat.
4. Tables and chairs used during meals need to be cleaned and sanitized before and after use.
5. Food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use with a sanitizer approved for food contact surfaces.

# Staff Background Information Policy and Procedures

## Policy/Procedure (105 CMR 430.090):

The Tyngsboro Sports Center (TSC) will perform a background check of each staff person and volunteer. All staff and volunteers will have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers. TSC will determine, whether each staff person's and volunteer conduct, criminal or otherwise, shall disqualify that person from employment or service at the camp. In making this determination, TSC will consider at a minimum that information required under 105 CMR 430.090 (C) and (D).

At a minimum TSC will require for each camping season, the following with regard to each staff person.

### MA Resident:

1. Prior work history, including name, address, and telephone number of a contact person at each place of employment or volunteer service for the previous five years.
2. Three (3) positive reference checks from individuals not related to the staff person.
3. Self-reporting of any felony conviction.
4. Obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board.
5. Obtain a CORI/Juvenile report from the Massachusetts Criminal History Systems Board.

### Out of state Resident (staff person whose permanent residence is outside MA):

1. Prior work history, including name, address, and telephone number of a contact person at each place of employment or volunteer service for the previous five years.
2. Three (3) positive reference checks from individuals not related to the staff person.
3. Self-reporting of any felony conviction.
4. Obtain CORI/Juvenile report from the Massachusetts Criminal History Systems Board.
5. Obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board.
6. Obtain a criminal record check, or equivalent where applicable \*, from the staff person's state of residence. Information can be obtained from the state's criminal information

system, local chief of police, or other local authority with relevant information. The availability and process for obtaining criminal history information from the other states can be found at [www.state.ma.us/chsb/table\\_states.html](http://www.state.ma.us/chsb/table_states.html)

### International Resident (staff person who currently lives outside the U.S):

1. Prior work history, including name, address, and telephone number of a contact person at each place of employment or volunteer service for the previous five years.
2. Three (3) positive reference checks from individuals not related to the staff person.
3. Self-reporting of any felony conviction.
4. Obtain CORI/Juvenile report from the Massachusetts Criminal History Systems Board.
5. International staff who have previously been in the U.A.: obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board.
6. Obtain a criminal record check, or equivalent where applicable \*, from the staff person's country of residence. Information can be obtained from the country's criminal information system, local chief of police, or other local authority with relevant information.

\* *Where practicable means*, if the out of state or foreign jurisdiction notifies the camp in writing that no criminal background check or recognized equivalent is available from the jurisdiction, then the prospective staff person/volunteer, if s/he has completed all other requirements of 105 CMR 430.090, is deemed to be in compliance with 105 CMR 430.090.

All records will be kept for a minimum of three years from the start of service.

### All Volunteers<sup>1</sup>:

1. Prior work or volunteer history for the previous five (5) years, including name, address, and telephone number of a contact person at each place of employment or volunteer service.
2. Obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board.
3. Obtain a CORI/Juvenile report from the Massachusetts Criminal History Systems Board.

### Institutional Abuse/Criminal Activity:

No form of corporal punishment or restraint will be permitted or tolerated at TSC. Substantiated instances by a staff member of slapping, spanking, shaking, pinching, or other physical modes of punishment will be cause for dismissal of the staff member. The use of sarcasm, mocking, embarrassment, scapegoat, or other forms of verbal abuse, if



substantiated, will be cause for dismissal of such staff member. When a staff member or volunteer is suspected of abuse, the Camp Director will work through the following procedure. Immediately upon the Camp Director's notification of the alleged incident of abuse, the Director will remove the staff member from direct contact with the children at TSC until a further investigation has been completed. The parents of the camper will be made aware of the incident. If the results of the investigation prove to be true the staff member will be dismissed immediately and a report to the local Police department will be pursued.

**Contact Information:**

Criminal History Systems Board

617-660-4640

[www.state.ma.us/chsb/cori/cori.html](http://www.state.ma.us/chsb/cori/cori.html)

Sex Offender Registry Board

978-740-6400

[www.state.ma.us/sorb/](http://www.state.ma.us/sorb/)

Revision History:

1. V1.1: Document created, 5/1/2011, by Darryl Wickens.

## Staff Orientation Plan

Policy/Procedure (105 CMR 430.091):

Staff orientation will be conducted no later than one week prior to the start of the camp session. All counselors are REQUIRED TO ATTEND and to sign the form indicating attendance and understanding. The session will be conducted by the Staff Director or Assistant Director.

Camp Philosophy:

The Tyngsboro Sports Center camps are designed and conducted to provide maximum physical benefit to the children while providing a "learning through play" methodology. TSC believes that children learn many valuable life lessons through playing games and activities with other children and it is our intent to help campers learn to work/play

together, respect each other's abilities and talents and to learn to "win" AND to "lose" with gracefully.

Camp Organization:

The camp is directed each day by the on-site Director or Assistant Director. Each counselor reports directly to these managers.

Camp Policies and Procedures:

Each counselor is expected to:

- 1) Come to camp 15 minutes prior to the start of camp and be ready to provide guidance, a safe environment and FUN for the campers.
- 2) Respect each camper for who they are.
- 3) Work with the other counselors to provide fun, safe and games/activities that the camper can learn from and be active
- 4) Understand and follow these procedures:
  - a. Abuse and neglect procedure
  - b. Fire evacuation and fire drills
  - c. Lost Camper
  - d. Sick Camper
  - e. Discipline Policy

I have reviewed the above policies and procedures with the Camp Director (or designate) and understand my roles and responsibilities with the camps at TSC.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revision History:

1. V1.0: Document created, 5/25/2011, by Darryl Wickens.

# Prevention of Abuse and Neglect

## Policy/Procedure (105 CMR 430.093):

The Tyngsboro Sports Center (TSC) Procedure for the protection of campers from abuse and neglect while in the camp's care and custody. Also contained in this policy is the procedure for reporting abuse or neglect. Lost Camper plan is in accordance to 105 CMR 430.093.

A) The Tyngsboro Sports Center is committed to the protection of campers from abuse and neglect while in the custody of TSC.

- 1) A complete CORI background check is completed for all staff members.
- 2) Reference checks are completed on all camp counselors.
- 3) Camp management oversees all activities and monitors for possible physical or verbal abuse.

B) The Tyngsboro Sports Center is committed to the reporting of any suspected abuse or neglect to the appropriate managers and state and local agencies. The following are the procedures:

- 1) All staff shall immediately report any suspected child abuse or neglect. The report shall be made to the camp director.
- 2) The camp director shall immediately report suspected abuse or neglect to the Massachusetts department of Social Services at 800-792-5200.
- 3) The camp director shall notify the board of health is a 51A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. The 51A report itself shall not be forwarded to the Board of health.

## Addendum:

The following are the policy provided to each counselor and staff member, reviewed with them and their signature required for acceptance:

1. Since much of the value of our indoor sports camps is due to the caring atmosphere between campers and staff we understand the need for appropriate physical gestures of support (pat on the back, high five, etc). BE AWARE!! Use your best judgment on when and where this entirely appropriate action should be used. Remember, ALL sexual behavior, both verbal and non-verbal, is entirely inappropriate and illegal.
2. When with a camper, stay in public view of others. Make use of the buddy system and do not let yourself get into a position which could be misinterpreted.

3. Use common sense when dealing with our campers. We want you and our campers to have a fun and meaningful experience at camp. Because of the commitment to our campers, we will take any and every action necessary to protect them. Anyone accused of abuse will be prosecuted to the fullest extent of the law, if such accusation proves to be true.
4. Absolutely no physical punishment is allowed. Verbal abuse is more difficult to detect, but is not tolerated.
5. LISTEN to campers - they will not usually lie about child abuse.

The above may seem obvious and/or harsh but given the magnitude and harm this issue causes we weigh this heavily and recognize these matters are very serious. We appreciate your understanding and conformity to this policy.

I have read the above procedures and rules concerning child sexual abuse and neglect and I agree to abide by and follow all rules and procedures.

Signed:

Date:

Revision History:

1. V1.0: Document created, 3/31/11, by Darryl Wickens
2. Updated 5/25 to add DSS number

## **Camp Discipline and Guidance Policy**

Policy (CMR 105 430.191):

The Tyngsboro Sports Center (TSC) Discipline and Guidance Policy shall be consistent and based upon an understanding of the individual needs and development of a child. TSC will direct discipline to the goal of maximizing the growth and development of the children and for protecting the group of individuals within it. This policy will be reviewed with all camp staff prior to the start of camp.

AT TSC, we have some basic rules for the health and safety of children. We practice consistency in discipline based on an understanding of the child's individual needs and development level.

Procedures:

Group discussions are used to introduce behavioral standards. These are done with the campers at the beginning of each camp. Children learn what is expected of them by talking about which

behaviors are appropriate and which are inappropriate. Discipline practices include praise and positive reinforcement as well as reminders about the rules. During the camp, a short separation from the group or sitting with a counselor talking is the most often method of discipline. When conflicts develop over rights and property of others, our goal is to work with the individual children and resolve the conflict through effective communication. If conflicts continue, parents may be asked to intervene and provide ideas or solutions.

No child shall be subjected to the following types of discipline:

1. Corporal punishment, including spanking is prohibited.
2. No camper shall be subjected to crude or severe punishment, humiliation or verbal abuse.
3. No camper shall be denied food or shelter as a form of punishment.
4. No child shall be punished for soiling, wetting or not using the toilet.

Revision History:

1. V1.0: Document created, 5/1/2011, by Darryl Wickens.

## Fire Drills

### Policy/Procedure (105 CMR 430(210(A)):

The Tyngsboro Sports Center has developed a comprehensive emergency Guide which contains a section for fire evacuations. Please refer to that document attached in this section.

A fire drill involving the fire department will be done the first day of scheduled camp. Ongoing fire drills with staff will be completed at least once per month thereafter.

Revision History:

1. V1.0: Document updated 5/25/2011, by Darryl Wickens.

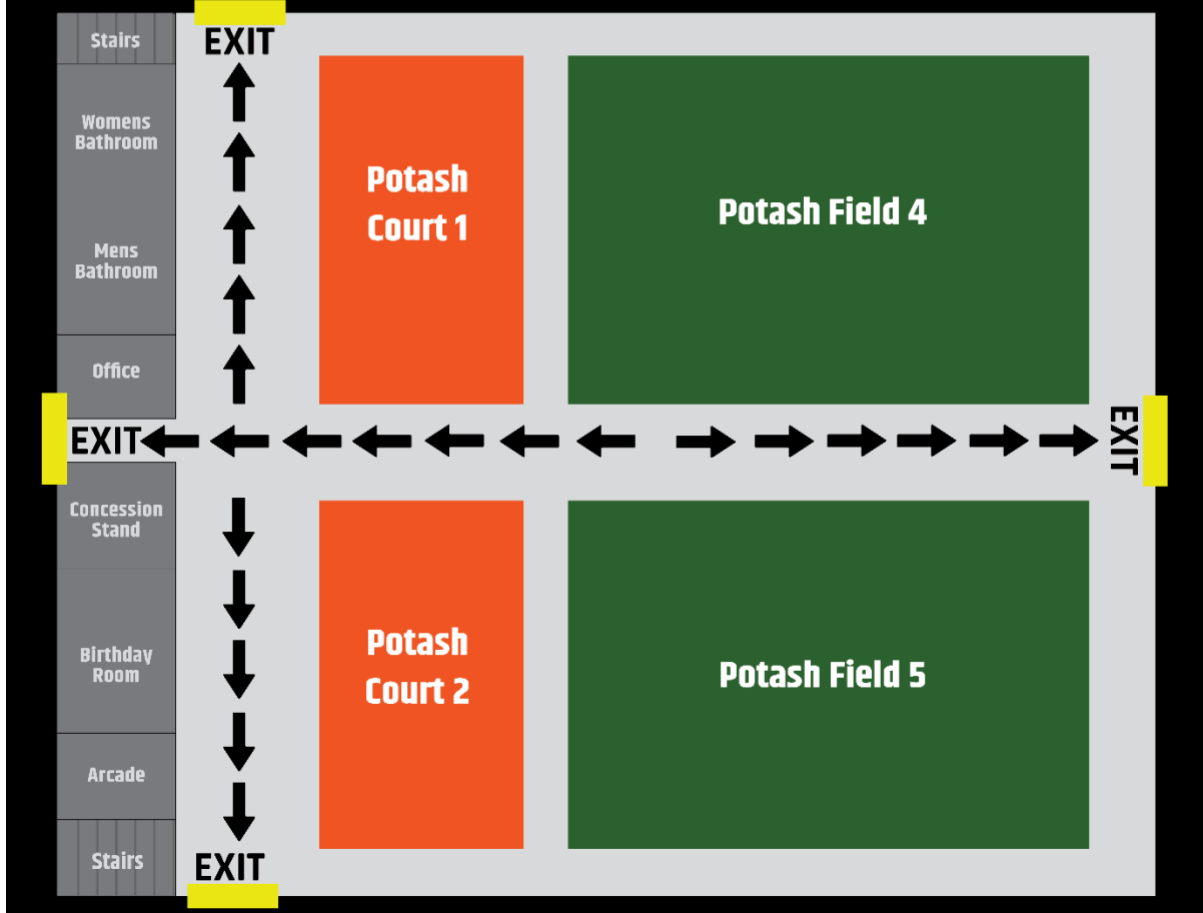
# In Case of Fire

- a) If you think you can safely extinguish a **SMALL, CONTAINED FIRE**, do so with an extinguisher, making sure to leave an escape route open in case you are unsuccessful.
- b) Extinguishers are located: at all exits, near office and in concession stand
- c) If you manage to extinguish the fire, call the fire department at 911 to report it and then fill out the incident report.
- d) If the fire is unmanageable:
- e) Leave the area immediately, closing doors behind you if possible, and pull a fire alarm. If there is no alarm system, call out an alarm, i.e., "FIRE!"
- f) Phone 911.
- g) Evacuate the building as soon as the alarm sounds, checking for and assisting handicapped individuals. See Appendix C for Evacuation plan
- h) Warn others upon exiting.
- i) Close all windows and doors (if possible).
- j) Once outside, move far away from the building.
- k) Do not re-enter the building until instructed to do so by emergency responders.
- l) **Fire evacuation routes are shown below:**

# POTASH HILL

500 Potash Hill Rd Tyngsboro, MA 01879

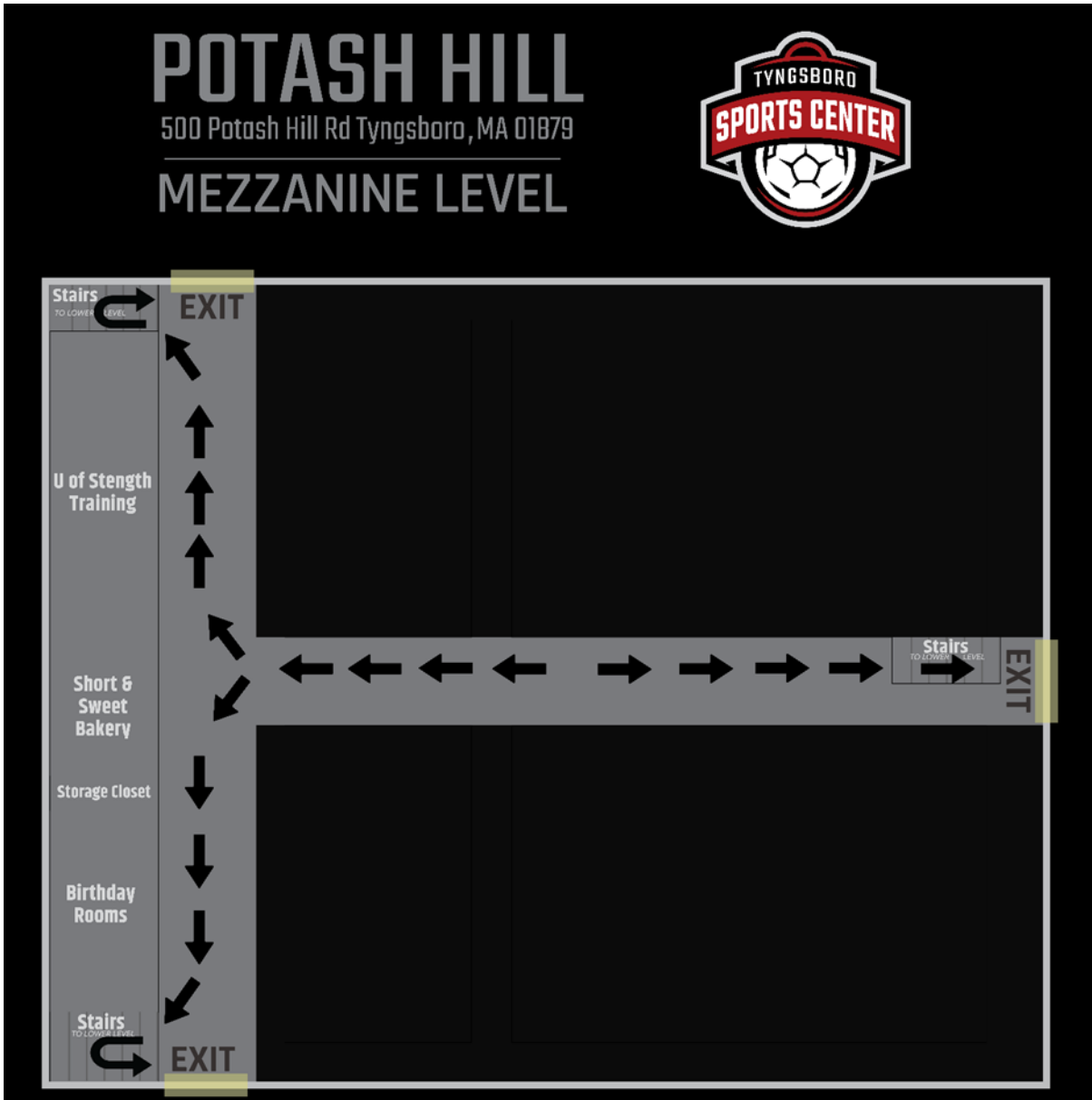
## LOWER LEVEL



# POTASH HILL

500 Potash Hill Rd Tyngsboro, MA 01879

## MEZZANINE LEVEL





# Disaster/Emergency Plans

## Policy (105 CMR 430.210(B)):

The Tyngsboro Sports Center (TSC) conforms to the above procedure with the following:

- 1) If advised by authorities to evacuate an area, do so immediately.
- 2) Campers and staff will be notified to evacuate or retreat to shelter, e.g., intercom, alarms, etc. •
- 3) Parents of campers will be contacted to make arrangements for transporting individuals from the camp to emergency or other facilities, including, but not limited to, emergency shelters.

## Lost Camper Plan

### Policy/Procedure (105 CMR 430(210(C)):

The camp staff is trained to monitor attendance after each event in the camp to ensure all campers are accounted for. If a camper is lost, the Camp Director will be in charge of the search to avoid confusion and wasted time. The staff shall provide the following information to the Camp Director upon learning a camper is lost:

- Camper's name and age
- Last place the camper was seen
- What the camper was wearing
- Other information that may be helpful
- TSC will use a three short whistle bursts as a signal to the staff that a camper is lost. At that time all staff and campers will report to the Turf arena to perform an accurate roll call.
- A check of office records will be done to ensure the camper wasn't picked up by his/her parents. TSC will contact the camper's parents/guardians to determine if the camper was picked up without notifying the camp office.
- A search will be conducted of the bathrooms, locker rooms, showers, and other camp areas.
- Each member of the staff will be given a designated search area to sweep the facility and grounds.
- If the camper is not found immediately or the camper requires emergency medical intervention, the Camp Director will notify emergency personnel (911).
- The search will continue until all campers are accounted for.

#### Revision History:

1. V1.0: Document created, 5/1/2011, by Darryl Wickens.

# Traffic Control Plan

## Policy/Procedure (105 CMR 430(210(D)):

- 1) The Tyngsboro Sports Center camps are conducted indoors and outside on the turf field when weather permits. There is ample parking at the facility and campers use one of two entrances/exits to get into the facility. The left (northerly) entrance/exit has accommodations for ample parking as does the front/main entrance.
- 2) The vehicle traffic enters a single entrance to the center and exits the same means and may elect to proceed right or left at the entrance to park for coming into the facility from the front or left side.
- 3) The flow of pedestrian traffic in the building will require anyone entering TSC to enter through the front door and exit through the door on the left side of the building.

## Revision History:

1. V1.0: Document created, 5/4/2011, by Darryl Wickens.

# Special Contingency Plan

## Policy/Procedure (105 CMR 430.211)

This policy address special contingency plans in the event a) children who are registered but fail to arrive for a given day's activities, b) children fail to arrive at the point of pickup following the given day's activities and c) children who appear at camp without having registered and without prior notification. The Tyngsboro Sports Center (TSC) will review this policy with the staff prior to each camp.

## Procedures:

1. For children who fail to arrive in the morning (via parent drop off):
  - a. Verify attendance and/or roll call.
  - b. Call parents/guardians or other contact name provided on the camper's application form.
2. For children missing from the point of pick-up at the end of the day:
  - a. Double check attendance and/or roll call.
  - b. Check with the Camp Director to see if camper was picked up by parents.
  - c. Check facility in accordance with your Lost Camper Plan.

3. For unregistered children arriving at camp:
  - a. Verify the camp has sufficient space based on staff ratio requirement
  - b. Require parent or guardian dropping off to provide all required documentation.
  - c. Add child to attendance roll.

Revision History:

1. Document created, 5/1/2011, by Darryl Wickens.

## Health Care Policies and Guidelines

### Policy (105 CMR 430.159(B)):

The Tyngsboro Sports Center (TSC) is pleased to have Dr. Russell Coleman of Pediatrics West in Westford, MA as our Health Care Consultant. Dr. Coleman has assisted in setting our health policies and his office is always available to advise us in both acute and chronic medical situations.

As part of our health care policy, TSC cannot accept any child with a diagnosed communicable disease (measles, mumps, chicken pox, etc). Please do not send your child to TSC if he/she shows signs of possible contagious diseases (new cold, sore throat, fever, rashes, diarrhea, vomiting, etc.). A parent should not bring their child to the facility if he/she is too ill to participate in activities, if the child requires special individual attention due to their illness, or if signs of poor health are evident. The health of all children and staff is in jeopardy if an ill child is allowed to attend. Parents must notify the staff if their child has been exposed to an infectious disease so we can alert the families of the other children attending the program.

For mildly ill campers, the procedure is to allow them to rest in the designated infirmary in the care of the health supervisor and be provided comfort with first aid (ice, cold compress, etc). If the camper's situation improves, and the health supervisor agrees, the camper will be allowed to resume activities. The issue will be logged in the record book.

If during the day the TSC staff notices that a child is unable to participate in activities due to poor health, the parent will be called to come and pick up the child. If a parent cannot be reached, an emergency contact will be called. It is the responsibility of the parent to notify TSC if there should be any changes regarding emergency contacts or their numbers.

If the parent decides to keep the child home, they are asked to call TSC at 978-649-9393 and inform the center of the absence.

***Each child must be examined by a physician prior to enrollment, as required by the Commonwealth of Massachusetts. Included with this physical is an immunization***

*history. Each child must be immunized prior to entrance at the Tyngsboro Sports Center from the following (required):*

- 1. At least one MMR. The second dose administered at least one month after the first dose, is required for all campers and staff entering K-12 or college in the school year immediately following the camp session, or in the case of ungraded classrooms or not attending school, the requirement for 2 doses applies to everyone 5 years of age and older.*
- 2. At least 3 doses of polio vaccine*
- 3. At least 4 doses of DtaP*
- 4. One dose of Td (Tdap preferred) for campers and staff entering grades 7 through college. Everyone else is required to have a dose of Td (Tdap preferred) if it has been more than 10 years since the previous dose of Td.*
- 5. 3 Doses of hepatitis B vaccine, or laboratory evidence of immunity*
- 6. Campers and staff 18 years of age and older are required to have documentation of:
  - a. Unless born before 1957, 2 doses of measles-containing vaccine and 1 dose each of mumps and rubella vaccines, or born before 1957, or laboratory evidence of immunity to measles, mumps and rubella.*
  - b. At least 3 doses of DTaP/DTP/DT/Td. A booster dose of Td (Tdap preferred) is required if more than 10 years have elapsed since the last dose of DTaP/DTP/DT/Td**

*Please be sure that your child's immunizations are up to date at the time of entrance into the camp program. If the Tyngsboro Sports Center does not have your child's physical and immunization records at the start of the camp week, entrance will be denied until records are received. Tyngsboro Sports Center will not give refunds if this situation occurs.*

## Procedures:

### **1. First Aid**

All supervisory staff members are certified in emergency first aid procedures. If a child requires first aid, a staff member will administer first aid. Parents are given a written injury form informing them of the injury. The form is also logged into an injury report log book, and is also filed in the camp records.

If a child requires further medical treatment or attention, 911 will be called. We will notify the parent/guardian immediately. If they cannot be reached, the emergency contact person will be notified. If the child needs to be taken to the hospital by ambulance, one qualified staff person will accompany the child to the hospital. The qualified staff person will also take the child's registration data with them to the hospital. The two closest hospitals are St. Joseph's Hospital in Nashua, NH and Lowell General Hospital in Lowell, MA however it is up to the emergency technicians where they will take the child for treatment. Every effort will be made to contact the parent in the event of an emergency requiring medical attention for the child. However; if the parent cannot be reached the parent has provided TSC with authorization to contact emergency personnel and to authorize transport to a local hospital (Lowell General Hospital (Lowell, MA) or Saint Joseph's Hospital (Nashua, NH), and to secure for the child the necessary medical treatment.

## 2. Storage and Administration of Medication

### Storage:

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if the tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include directions for use.

All medication prescribed for campers shall be kept in a locked storage cabinet used exclusively for medication, which is kept locked except when opened to obtain medication. Medications requiring refrigeration shall be stored at temperatures of 38° to 42° F in a locked box, used exclusively for medication and affixed to the refrigerator.

### Administration:

Massachusetts State Law, TSC's policy on the administration of medication is as follows:

- Medication must arrive in the prescription container with date, dosage, and the doctor's name.
- A parent must sign the medication permission form, writing the purpose of the medication, the date and times of administration, and the amount given.
- Medication must be handed directly to an administrator, not left in the child's lunch box or equipment bag.

TSC will not administer the following:

- Non-prescription drugs (unless authorized by parent/guardian and a medication permission form is completed).
- Medication not contained in a prescription package. Single tablets or jarred liquid will not be administered and will therefore be sent home.
- Medication in any amount exceeding the dosage indicated on the prescription container.

Positive identification of each camper is done using the arm bracelet provided each camper at the beginning of the day. The bracelet details the camper's name and any medication authorized by parent/guardian to be administered.

Medication shall only be administered by the Health Supervisor. Because the Health Administrator at TSC is not a licensed health care professional authorized to administer medications, the administration of medications shall be under the oversight of Health Care Consultant. Health Care Consultant shall acknowledge in writing a list of all medications administered at the camp. Medications prescribed for campers brought from home shall be administered if it is from the original container, and there is written permission from the parent/guardian.

When no longer needed, medications shall be returned to a parent/guardian whenever possible. If the medication cannot be returned it should be destroyed by the health care consultant. The medication log shall be maintained for at least the last three years.

Campers may be allowed to do the following self-medication:

- If a child is capable of self-medicating using the prescribed Epi-pen or inhaler and the parent/guardian and the health care consultant give written approval, the camper may be allowed to carry these devices with him/her at all times in order to self-administer when necessary.

### **Important Information:**

#### **Health Care Consultant:**

- Dr. Coleman, Pediatrics West, 133 Littleton Road, Suite 101, Westford, MA 01886 Telephone: 978-589-6767

#### **Health Care Supervisor:**

- Darryl Wickens, TSC Camp Director
- Susan Ryan, Assistant Camp Director

#### **Emergency Telephone Numbers:**

- **Police: 911**
- **Fire/Rescue: 911**
- **Poison Control: 1-800-222-1222**
- **Lowell General Hospital: 978-937-6000**
- **St. Joseph's Hospital: 603-882-3000**

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Printed Name of Health Care Consultant

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Authorized Signature of Health Care Consultant  
History:

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DateRevision

1. V1.0: Document created, 5/1/11, by Darryl Wickens.
2. Updated 5/25 to add for mildly ill campers.

## **Protocol to Handle Unrecognized Persons at Camp**

### Policy (105 CMR 430.190(E)):

The Tyngsboro Sports Center (TSC) conforms to the above procedure with the following:

- 1) Unrecognized persons (i.e., non-campers, staff, volunteers, contractors, or parents or legal guardians) will be required to check in at the concession stand when entering TSC.
- 2) Unrecognized persons in the facility must provide a picture ID.
- 3) A picture ID is required to sign out a camper if the individual picking up the camper is different than the individual who dropped off the camper.

## **Required Ratio of Supervisory Staff or Counselors to Campers**

### Policy/Procedure (105 CMR 430.101):

The Tyngsboro Sports Center (TSC) conforms to the above procedure with the following.

1. We will have one supervisory staff person for every 10 campers over the age of 6. There shall be one supervisory staff person or every 5 campers age six or under. Junior counselors may be included in meeting up to one half of the camper/staff ratio within each unit above but only if they have received training and supervision to verify their ability to handle camper groups.

### Revision History:

1. V1.0: Document created, 4/12/2011, by Darryl Wickens.

# Health Records

## Policy (105 CMR 430.150):

The Tyngsboro Sports Center (TSC) conforms to the above procedure with the following:

1. Each recreational camp for children shall maintain a health record for each camper and for each staff person who is younger than 18 years old, that shall include at least the following:
  - a. The camper's or staff member's name and home address
  - b. The name, address and telephone number of the camper's or staff member's parent(s) or guardian(s).
  - c. A written authorization for emergency medical care signed by the parent or guardian
  - d. The name, address and contact information of the camper's or staff member's family health care provider, if any.
  - e. If the camper or staff member brings a prescribed medication from home, a written authorization to administer the medication signed by the parent or guardian.
  - f. Copies of injury reports, if any, as required by 105 CMR 430.154
  - g. A certificate of immunization indicating compliance with 105 CMR 430.152(A)
  - h. A copy of the health history and report of physical examination required by CMR 105 430.151
  
2. Each recreational camp for children shall maintain a health record for each camper and for each staff person who is 18 years of age or older, that shall include at least the following:
  - a. The camper's or staff member's name and home address
  - b. The name, address and telephone number of an individual, if any, to be contacted in the case of emergency.
  - c. The name, address and contact information of the camper's or staff member's family health care provider, if any.
  - d. Copies of injury reports, if any, as required by 105 CMR 430.154
  - e. A certificate of immunization indicating compliance with 105 CMR 430.152(A)
  - f. A copy of the health history and report of physical examination required by CMR



Revision History:

3. V1.0: Document created, 5/1/11, by Darryl Wickens.

## **Physical Examinations by Physician and Certificate of Immunization**

Policy (105 CMR 430.151):

The Tyngsboro Sports Center (TSC) conforms to the above procedure with the following:

1. Every camper and full time staff person shall prior to attending or after receiving a conditional offer of employment furnish the following prepared and signed by a licensed health care provider:
  - a. A health history
  - b. A report of a physical examination conducted during the preceding 24 months and
  - c. A certificate of immunization
2. Every camper and full time staff person shall prior to attending or after receiving a conditional offer of employment furnish the following:
  - a. A current medical history, which lists all allergies, required medications and any health conditions or impairments which may affect the individual's activities while attending the camp. The medical history shall be signed by a parent or guardian or by a licensed health care provider; however, in the case of a staff member 18 years of age or older, the staff member's signature shall be sufficient.
  - b. A certificate of immunization
3. No person known to be suffering from tuberculosis in a communicable form, or having evidence of symptoms, shall be allowed to work or attend the camp.

Revision History:

4. V1.0: Document created, 5/1/11, by Darryl Wickens.

# Required Immunizations

## Policy (105 CMR 430.152):

The Tyngsboro Sports Center (TSC) conforms to the above procedure with the following.

Each child under the age of 18 must be immunized prior to entrance at the Tyngsboro Sports Center and provide written documentation for the following (required):

7. MEASLES, MUMPS and RUBELLA VACCINE: At least one MMR. The second dose administered at least one month after the first dose, is required for all campers and staff entering K-12 or college in the school year immediately following the camp session, or in the case of ungraded classrooms or not attending school, the requirement for 2 doses applies to everyone 5 years of age and older.
8. POLIO VACCINE: At least 3 doses of polio vaccine
9. DIPHTHERIA and TETANUS TOXOIDS and PERTUSSIS VACCINE: At least 4 doses of DtaP
  - a. One dose of Td (Tdap preferred) for campers and staf entering grades 7 through college. Everyone else is required to have a dose of Td (Tdap preferred) if it has been more than 10 years since the previous dose of Td.
10. 3 Doses of hepatitis B vaccine, or laboratory evidence of immunity

Each child over the age of 18 must be immunized prior to entrance at the Tyngsboro Sports Center and provide written documentation for the following (required):

1. MEASLES, MUMPS and RUBELLA VACCINES: Unless born before 1957, 2 doses of measles-containing vaccine and 1 dose each of mumps and rubella vaccines, or born before 1957, or laboratory evidence of immunity to measles, mumps and rubella.
2. DIPTHEIA and TETANUS TOXOIDS: At least 3 doses of DTaP/DTP/DT/Td. A booster dose of Td (Tdap preferred) is required if more than 10 years have elapsed since the last dose of DTaP/DTP/DT/Td

## Revision History:

5. V1.0: Document created, 5/1/11, by Darryl Wickens.

# Camp Dismissal

## Policy:

The Tyngsboro Sports Center (TSC) will only dismiss each camper to their parent/guardian located on the registration form. If the parent/guardian is going to be late for pickup they are expected to make proper arrangements with the center for a late pickup or contact their emergency pick up person to make arrangements for timely pick up of their child(ren). TSC closes camp activities at 6:00PM. All parents and campers are expected to have exited the

building by that time. Therefore parents are expected to arrive prior to 6:00PM to pick up their child(ren).

Other than parents/guardians, only persons with prior written authorization will be allowed to pick up a child from a TSC camp. Anyone who is unfamiliar to the TSC staff, including authorized individuals, will be asked to present identification before a child is released to them. Children are not allowed to leave the facility only when accompanied by an authorized adult.

## **Medical Log**

### **Policy/Procedure (105 CMR 430.155):**

Each recreational camp for children shall maintain a medical log which shall contain a record of all camper and staff health complaints and treatment. The medical log shall list the date and time, name of patient, complaint, and treatment for each incident. The medical log shall be maintained in a readily available format and shall be signed by an authorized staff person.

## **Protection from the Sun**

### **Policy/Procedure (105 CMR 430.163):**

TSC shall always encourage campers and staff to reduce exposure to ultraviolet exposure from the sun. Such measures shall include, but need not be limited to, encouraging the use of wide brim hats, long sleeve shirts, long pants, screens with a solar protection factor of 25 or greater and lip balm. Campers and their parents will provide the sunscreen to be worn by each child and will provide written parent/guardian permission for the topical application of the sunscreen.