



The Skating Academy

Recreational Camps and Programs

Health and Safety Policies

Staffing and Operations

- Visitors are not permitted during camp with the exception of the Friday afternoon Show event to be held in the Performance Center at The Skating Club of Boston found on page 1.
- Cheri Rigby, RN, is The Skating Academy COVID-19 Safety Officer – she is listed in the Summer Camp Staff Orientation and Covid-19 Safety Protocols and Facility Operations document found on page 1.
- Emergency Procedures for severe weather, lost camper, fire, injured or sick camper, and unusual activity can be found on pages 9-12.
- Theresa and Linda are the on-site healthcare supervisors. The Micheli Center is also on site where a doctor is present during camp hours. Asthma, allergy or serious medical concerns will be reviewed and addressed by Dr. Ellen Geminiani. She will also be available on the first day of each week to answer any parent questions.
- There will be additional clean masks available if needed.
- All staff is required to attend the ‘Staff Orientation’ meeting on June 4 to review all Health and Safety documents. All staff will have cell phone for emergency communication.
- There will be a binder labeled for each week of camp with contact information for parents along with medical documentation.
- Summer camp plan for handling camp closings is as follows: all families will be notified via email and a banner of the closing will be posted on The Skating Academy website. Staff will be encouraged to remain at home if feeling sick.
- The Skating Club of Boston has a separate Trane air purification system and a separate Munters dehumidification system of its own in each of the three rinks containing ultraviolet lights and Merv 14 filters. The air changes in the East rink approximately each hour.
- The water bubblers are available at this time, water bottles may be filled at the Elkay Water Sentry Plus filling stations. We have included this information in this packet.

Cohort Size

- Campers will be sorted into cohorts with a coach/counselor.
- Campers will have a section labeled with their group name where they can sit and leave their belongings. It is recommended that campers not share any personal supplies (e.g. hats, brushes, hair ties, gloves, towels or water bottles) found on page 2.

- Check in/drop off is as follows: camper families will be asked when entering The Club parking lot to drive around the back of the building to the East parking lot. Families are asked to check-in inside the East rink lobby. At check in camper families will receive a visor label with the camper name on for pick up purposes.
- Check out/pick up is as follows: camper families will follow the same procedure as check in the designated waiting area. Families are asked to the camper visor label, allowing an easier release of campers back to families.
- Camper ratio: We have initially planned for 4 groups of 15-20 campers with one coach and one counselor. If there should be a camper with mild or severe disabilities, 1 counselor will be assigned to that camper.

Hygiene and Handwashing

- Campers must observe proper hand hygiene practices including but not limited to: arrival at camp, before and after meals, after bathroom use, after coughing/sneezing, and after contact with bodily fluids or surfaces that may be contaminated – can be found on page 2.
- Proper handwashing information will be posted in the restrooms during camp times, information about these postings are included in this packet.

Monitoring

- Staff will monitor campers throughout the day for symptoms of any kind. The healthcare supervisor will have a non-contact or temporal thermometer on site to check temperatures if need be.
- Coaches/counselors will have a clipboard with the names of all campers in their cohort to monitor who individuals are in contact with during the day in case of potential exposure.

Cleaning, Disinfecting and Sanitizing

- The Skating Club of Boston is sanitized and cleaned and is following all safety protocols mandated by the State guidelines. This is an ongoing process.
- Tables used at lunch time will be cleaned before and after use with wipes provided.

Health Care Policies

Health Records

The healthcare supervisor shall maintain a health record for each Attendee which will note the Attendees: name, address, and telephone numbers of Attendees and parents and/or guardians; A written authorization for emergency medical care signed by parent or guardian; any travel locations and telephone numbers of the Attendee's family during the showcase; the name address and telephone numbers of the Attendee's pediatrician along with the name, phone number and appropriate policy numbers of the Attendee's health insurance; the health history and report of physical examination along with documentation of immunizations as required by the Commonwealth of Massachusetts.

The health history shall contain and be signed by a licensed health care provider:

- A health history
- A report of physical examination conducted during the preceding 24 months
- A certificate of immunization. (See Required immunizations)

Every Attendee shall provide prior to attending the camp:

- A certificate of immunizations. (See Required Immunizations)

The healthcare supervisor shall also note any prescribed medicines that are required to be taken during camp hours and request a written authorization to administer the medication signed by parent and/or guardian if the Attendee is a minor. All other prescribed medicines shall be noted.

The healthcare supervisor shall review each health record making note of any:

- Allergies
- Special medical needs
- Disabilities

The healthcare supervisor shall maintain a health record for each staff member which will note the staff members: name address and telephone numbers of staff and parents and/or guardians if under 18; A written authorization for emergency medical care signed by parent or guardian if under 18; any travel locations and telephone numbers of the staff members family during sessions; the name address and telephone numbers of the staff members physical along with the name, phone number and appropriate policy numbers of the staff members health insurance; the health history and report of physical examination along with documentation of immunizations as required by the Commonwealth of Massachusetts

The health history shall contain and be signed by a licensed health care provider:

- A health history
- A report of physical examination conducted during the preceding 24 months
- A certificate of immunization. (See Required immunizations)

- A current medical history which lists 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.

Every Attendee shall provide three weeks prior to the start date of the camp:

- A current medical history which lists allergies, required medications and any health conditions or impairments which may affect the individual's activities while attending the program. The medical history shall be signed by a parent or guardian or by a licensed health care provider if the staff member is under 18.
- A certificate of immunizations. (See Required Immunizations)

The healthcare supervisor shall review each health record making note of any:

- Allergies
- Special medical needs
- Disabilities

All staff members are asked NOT to carry personal medicines on the person during camp hours and are encouraged to speak with the program director if circumstances require the staff member to do so.

If an Attendee or staff member has a religious objection to a physical examination or any of the required immunizations the documentation of such must be provided by the Attendee/staff member in accordance with the regulations of the Commonwealth of Massachusetts and kept on file with other appropriate health history documents.

Attendees' and staff members' health histories and the medical log shall be readily available to the healthcare supervisor and directors of The Skating Club of Boston. All medical records shall be available upon request to authorized representatives of the Massachusetts Department of Public Health and the Norwood Board of Health.

Required Immunizations: (See Required Immunizations 430.152 on Following Pages).

Injury Reports

Injury reports shall be maintained by the healthcare supervisor on the prescribed Massachusetts Department of Public Health form. A report shall be completed for each fatality or serious injury, as a result of which an Attendee is sent home or is brought to the hospital or physician's office and where a positive diagnosis is made. Such injuries shall include but not be limited to those where a suturing or resuscitation is required, bones are broken, or the Attendee or staff is transported and/or admitted to a hospital. A copy of each injury report shall be maintained on file along with all other medical records. A copy shall go directly to the program director and athletic trainer assigned to the particular camp for review. A copy shall be available to the local public health offices and shall be sent directly to the Massachusetts Department of Public Health within seven (7) days of the occurrence.

Medical Log

The healthcare supervisor is responsible to maintain and review daily the medical log. The medical log shall list the date, time, name of Attendee or staff member, the complaint and the treatment. The medical log shall be a bound book with pre-numbered pages in sequential order and lined pages. No lines shall be skipped and all entries shall be in ink. Each treatment shall be signed by the healthcare team member administering the treatment and signed off by the healthcare supervisor. This log shall be maintained as a previously noted.

Infection Control

The healthcare supervisor shall be responsible for insuring that each case of any communicable disease occurring in a camp is immediately reported to the local Board of Health. The report shall be made by the healthcare supervisor after notification of the program director and will include the name and home address of any individual in the camp known to have or be suspected of having such disease. Until the healthcare supervisor has taken action on such cases, strict isolation shall be maintained. The healthcare supervisor shall also be responsible for insuring that each suspected case of food poisoning or any unusual prevalence of any illness in which fever, rash, diarrhea, sore throat, vomiting or jaundice is reported, these symptoms should be reported immediately to the local board of health and the Massachusetts Department of Public Health, verbally or by phone. The healthcare supervisor or the program director shall make this report.

The healthcare supervisor shall maintain that ALL BLOOD AND BODY FLUIDS WILL BE HANDLED USING UNIVERSAL PRECAUTIONS. The healthcare supervisor, nurse consultant and the program director shall also be responsible for teaching the staff, during orientation and ongoing as needed over the camp season, these procedures. This will include, but not limited to the care of mildly ill Attendees, administration of medication handling of biohazard material and common practice of safe and sanitary care of oneself and Attendees – i.e. good hand washing techniques.

Isolation and Quarantine

- Campers or staff showing any signs of COVID-19 will be immediately removed from camp activity and isolated in locker room 4. We can accommodate 5 or 6 sick camper/staff in this locker room with temporary wall partitions and maintaining 6-foot social distancing.
- Any camper or staff member who develops symptoms of Covid-19 will immediately be separated in an isolation area away from all camp activities under the guidance of the designated healthcare supervisor. The Covid-19 safety officer will be notified. The isolation area will be in locker room 4, this room can safely accommodate 4-6 individuals while observing 6 ft distancing, and temporary wall partitions. Locker room 4 is approximately 25 X 12. Masks will be worn, and supervision will be provided by the designated healthcare supervisor wearing PPE. Parents or emergency guardians will be notified and instructed to pick-up the camper or staff member within 1 hour. All campers and staff must provide emergency contact information for an alternative person for pickup if the parent is unable to arrive within 1 hour. Campers and staff members will not return until they are asymptomatic and provide a negative Covid-19 test. The isolation area will be cleaned immediately after use by a symptomatic camper or staff member. A separate bathroom and exit route have been established providing no contact with any other camper, staff member or Club employee. Sick camper/staff will leave through the East rink south exit.
- In case of emergent symptoms such as shortness of breath, 911 will be notified for transport to the nearest hospital.
- Cheri will also be notified and she will follow up with the Norwood board of health and the parent.
- Cheri handles all things COVID-19 related at The Skating Club of Boston, email is Cheri.Rigby@scboston.org and cell phone is 508-369-9463.

Transportation and Travel

No Attendee shall be transported for medical reasons. If an Attendee is unable walk, care shall be rendered at the site of the injury. If an Attendee is deemed to be too ill or injured to return to routine camp activities by the healthcare supervisor or program director the parents, guardians or emergency contact persons will be contacted to pick up the Attendee for the day. The call cannot be made without the direct verbal approval of the program director. A staff member of the medical team will stay with the Attendee until they are personally handed over to the parents, guardians or emergency contact persons as noted on the Attendees healthcare record. An Attendee over the age of 18 may not under any circumstances drive themselves home if deemed injured or too ill to continue with daily activities. There is no travel during summer camp.

Master List

A master list of all of the medical needs shall be maintained by the program director. This person shall be responsible for the communication of medical details to the director of The Skating Club of Boston and health care supervisor. This person will also serve as a resource to the camp staff in the understanding of any medical terms, diagnosis or medication needs. The program director will be the primary contact with the parents or guardians of all Attendees with medical issues.

HIPPA guidelines shall be followed in regards to all medical records and information handled through and by all healthcare and camp staff.

Administration and storage of medication

All medication administration at camp shall follow these protocols:

Medication prescribed for Attendees shall be kept in the 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 intended user, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such a prescription as required by law, if tablets or capsules and the number of tablets or capsules in the container. All over the counter medications shall be kept in the original containers with the original label intact, which shall include directions for use. All medications prescribed for Attendees to be taken during the camp day shall be kept in a locked storage cabinet used exclusively for medication. This cabinet shall be kept locked except when opened to obtain the medication in need. The cabinet shall be substantially constructed and anchored securely to a solid surface. Medications requiring refrigeration shall be stored at temperatures of 38 to 42 degrees F in a locked box used exclusively for medications. The locked box must be physically affixed to the refrigerator. Refrigerator thermometers shall be checked and documented daily.

Medications shall only be administered by the healthcare supervisor or by a licensed healthcare professional authorized to administer prescription medications. If the healthcare supervisor is NOT a licensed healthcare professional authorized to administer prescription medications, the administration of medications shall be under the professional oversight of the healthcare consultant after specific training has been completed and shall be limited to the use of oral and topical medications only. This policy allows for the administration of Epi-pens or inhalers for Attendees with a known allergy or pre-existing medical condition for which the Epi-pen or inhaler has been prescribed. All medications administered at camp shall be subject to the above regulations and will have an Authorization to administer medication to an Attendee form completed by the parent or guardian for each medication and signed by the healthcare consultant.

Procedure: Each Attendee requiring medication administration while at camp shall be identified and taken to the healthcare supervisor who will ask the Attendee their name and if he/she recognizes the medicine in question. Prior to actually taking the medicine, the healthcare supervisor will state the

Attendee's name one final time and receive an appropriate nod of the head or yes answer from the Attendee. If the Attendee arrives with a prescription inhaler and the Attendee is considered capable of self-medication and has the appropriate approvals for the use of these emergency devices (parent/guardian and Healthcare consultant's signatures and all appropriate documents completed),

Attendees may be allowed to carry these devices with him/her at all times and to use them if so required. These instances of use MUST be documented per protocol below. Each Attendee requesting to hold their own inhaler shall be counseled by a member of the medical team in notifying them of the use of these emergency medicines.

If a diabetic child requires his/her blood sugar to be monitored during the day, or requires insulin injections and the appropriate written approvals have been obtained, the Attendee, who is deemed capable, may be allowed to self-monitor and or self-inject. Blood monitoring activities and self-injections must take place in the presence of the healthcare supervisor and or appropriate medical team member. All syringes shall be disposed of in compliance with MDPH regulations.

Recording medication given to Attendees shall be completed directly after the medication is administered on approved MDPH daily log for medication administration forms. Each form is to be fully completed for each and every medication administered while in camp. A full signature will accompany every set of initials of the person giving the medications. An explanation shall be noted, if a planned medication is missed. (Absent from camp, early dismissal, etc.) The healthcare consultant is to be notified immediately for any and all medication errors or effects.

Disposal: When no longer needed, medications shall be returned to a parent/guardian whenever possible. If the medication cannot be returned, it shall be destroyed as follows: The destruction of the prescription medication shall be accomplished by the healthcare supervisor and witnessed by a second person and recorded in a log maintained by the camp. This log shall include the name of the Attendee, the name of the medication, the quantity of the medication destroyed and the date and method of destruction.

Protection from the Sun

In order to reduce exposure to ultraviolet exposure from the sun, the staff shall encourage the use of sunscreen by including lotion/screen use in the morning announcements, at a break mid-day and after lunch. The staff should consider themselves role models to the Attendees and exhibit safe sun exposure behavior on a daily basis. The use of hats, long sleeve shirts and pants is encouraged whenever applicable.

Suspected allergic reaction action plan

Attendee/staff member present with complaints of throat tightening, rash/hives that appears to be rapidly spreading, difficulty breathing or simply states they know they have come in contact with a known allergen.

VERIFY the Attendee/staff person's name

Contact via radio or cell phone to the healthcare supervisor that you suspect an allergic reaction to (state name of Attendee/staff) and you are about to administer an Epi-pen. The healthcare supervisor should then contact the Skating Academy Director. Appropriate emergency protocol to follow.

Epi-Pen Administration

Prepare to administer Epi-pen from Attendee/staff's personal medicine.

1. Grasp unit with the black tip pointing downward.
2. Form a fist around the auto-injector (Black Tip Downward.)
3. With our other hand, pull off the gray activation cap.
4. Hold black tip near outer thigh.
5. Swing and jab firmly into outer thigh so that the auto-injector is perpendicular to the thigh
6. Hold firmly in thigh for several seconds
7. Remove unit, massage injection area for several seconds.
8. Check Black Tip- if needle is exposed you administer the dose – If not repeat steps 4 – 8
9. Note: most of the liquid (About 90%) stays in the auto-injector and cannot be reused.
10. Bend the needle back against a hard surface
11. Carefully put the unit (needle first) back into the carrying tube.
12. Re-cap the carrying tube.
13. Save for inspection by Healthcare supervisor- to be disposed of in a bio-hazard box.
Any Attendee/staff who received an Epi-pen injection MUST be transported to the Emergency Room. This will be arranged by The Skating Club of Boston Skating Academy Director from your original transmission of the need to administer an Epi-pen for suspected allergic reaction.

Action plan for use of inhaler (Asthma Attack)

When an Attendee/staff member approaches the Healthcare team member for their inhaler to be used, or if they are reporting that they just used their inhaler:

1. They will be asked their name and given their inhaler.
2. Inhaler usage shall be observed and documented. Any and all symptoms presented and or verbalized shall be noted. ("I feel tight")
3. The Attendee/staff member will be required to sit and be observed by the healthcare team for a minimum of 20 minutes. This time can be utilized for hydration, cool down, casual history taking and for documentation of the episode.

4. If the Attendee/staff member's respiratory status does not improve significantly, they will be allowed to utilize their inhaler a 2nd time. If this occurs, another 20-minute observation time will follow. (Non-active.)
5. If there is improvement in the respiratory condition, they will be escorted back to their group and the director will be informed of the need to utilize their inhaler. Director's input will be recorded. That Attendee/staff member may then resume normal activities but will be requested to return for further evaluation in 20 minutes.
6. If at any point there is not significant improvement in the Attendee/staff member's respiratory status or a decline in the overall status, the Athletic Trainer and the Healthcare supervisor shall be notified immediately.
7. Re-evaluation should also be documented. Any question, problems or other issues should be communicated to the Athletic Trainer or Healthcare Supervisor as soon as possible.

A current medical history which lists 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.

Food Service and Safety

- The 1240 Café, food service at The Club, complies with the Hygiene Protocols in the current Workplace Safety Standards for Restaurants.
- No food is allowed to be brought from home with the exception of a water bottle, and a pre-packaged nut free snacks. The Skating Club of Boston has water filtration stations.
- While at lunch, campers will eat their individually prepared food selections at tables provided. Once finished eating, campers are asked to clean their eating area with wipes provided.

Activity Limitations

- All activities will follow the Safety Standards for youth and Adult Amateur Sports Activities.
- There are no pools or beaches at The Skating Club of Boston.