



Summer Camp 2020 Standard Operating Procedure



Facility Safety & Maintenance
Standard Operating Procedure
Summer Camps 2020

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Introduction

As Philadelphia Parks & Recreation prepares another Summer Camp filled with food, friends, and fun for the children and families of the city, the need for proper protocol remains, but there are changes for the Summer of 2020. Over the course of 3 ½ months the novel COVID-19 pandemic has impacted the world, and in Philadelphia in particular has confirmed nearly 25,000 confirmed cases and near 1,500 tragic deaths due to the virus according to the Department of Public Health. Weeks of quarantine have caused changes in the way businesses, services, and families operate and those families are in need of the healthy joy that PPR Camps bring more than ever. As the city enters the *Yellow Phase* and seeks to bounce back from several hard months, PPR will once again answer the call to engage campers in day camps around the city that are Safe, Clean, and Ready to Use for All.

This manual serves as the Standard Operating Procedure (SOP) for the departments program and operations staff, as well as all seasonal assistance from outside organizations, serving to run and maintain safe Summer Camps in 2020. These procedures were constructed using standards and information from the Philadelphia Department of Public Health, the Office of Children & Families, the Center for Disease Control, and representatives from each division within Philadelphia Parks & Recreation. The SOP is meant to serve as a comprehensive and comprehensible guide for hosting a Camp with the special precautions warranted by the COVID-19 pandemic. Its standards are designed to be consistent across all camps with the PPR system.

This SOP is designed to give a summary of each protocol, any relevant steps involved, and important tips regarding safety or interacting with the public. A copy of this document should be kept accessible on-site by any staff member at all times and is further enhanced by attending the accompanying training. In addition to the policies and practices detailed herein, an updated Facility Maintenance Checklist is provided as a new tool to ensure sanitation and safety. It has been determined by the department's leadership, as well as the Department of Public Health, that adhering to these SOP's will provide the safest possible programming and environment for the youth the department serves. Any questions regarding the material should be directed to the relevant District Manager and Regional Manager. Thank you for the service you are providing to the children and families of Philadelphia.

Health and Safety Protocol for Staff and Campers

Staff

1. Staff are required to wear a mask at all times during their shifts. Staff will be provided a mask or can bring their own to wear.
2. Every staff member must have their temperature taken daily upon arrival. Anyone with a temperature over 100.4+ will be sent home immediately.
3. Staff members should report any of the criteria below to their supervisor prior to reporting to work:
 - a. Have you been exposed to someone with a confirmed case of COVID-19 recently?
 - b. Are you experiencing a cough, shortness of breath or sore throat?
 - c. Have you had a fever of 100.4 degrees in the last 48 hours?
4. Any staff member displaying any symptoms of illness should stay home and may not enter the building.
5. Designated staff will be present on site each day prior to facility opening to ensure the building is clean, safe, and ready to use.
6. The site staff will record daily cleaning and disinfecting of all commonly used surfaces multiple times a day.
7. All staff will wash hands frequently during the day and follow the hand hygiene guidelines. See page 14 for guidelines
8. District Operations will ensure each facility is equipped with all necessary cleaning supplies and equipment.
9. Staff must ensure all COVID-19 related and social distancing signage is in place.

Camp Participants

10. It will not be possible to prevent campers from coming in close contact with one another and their counselors. Instead, the goal is to reduce the number of people in close contact in order to lower the risk of transmission. Cohorts of up to 25 of the same participants and staff may interact for the six-week duration of summer camp. Participants and staff are considered a part of the cohort and may not exceed 25 in total. If more than one cohort exists at a site, cohorts may not mix. Cohorts will vary in ages and family members attending camp together will be placed in the same cohort.
11. A check-in station will be setup, outside, at the main entry of the facility, and only staff and campers will be permitted beyond this point. Campers and staff may only enter through this entrance unless there is an emergency. Staggered drop off and pick up of campers will be coordinated by each site's supervisor. Parent/guardian must remain with the camper until check-in is completed.
12. Campers are encouraged, but not required to wear masks except for during meals and water activities. Note that masks are most important when indoors or when physical distancing is difficult.
13. Camper temperatures will be taken daily upon check-in by the facility staff with non-touch infrared forehead thermometers. Anyone with a temperature over 100.4 will not be allowed to enter.
14. Campers who are sick or displaying symptoms will not be allowed into the facility.
15. Campers will be asked to wash their hands with soap and warm water for 20 seconds or apply hand-sanitizer of 60% alcohol or above to their hands, immediately upon entry and throughout the day.

16. Campers are not permitted to bring toys or other items to share from home, and any lunch containers will be wiped down with sanitizing wipes on the outside before storing with other food.
17. The facility entrance will be staffed at all times during the check-in period, extending from at least 30 minutes prior to the designated camp start to 30 minutes after the designated camp start. The entrance will be closed to visitors outside of these times, and a sign indicating the camp staff phone number to call for late check-in must be posted for parents and campers arriving late.
18. If a camper or guardian asks a question about the cleaning or distancing protocol that the on-site staff cannot answer, staff should record the question and direct it to the Program Manager or District Manager.
19. Facility staff will create separate cohorts of campers, modify activities, and encourage outdoor play to keep campers at a 6-foot physical distance from other campers when possible.
20. Water fountains will not be available for use. Water and ice will be provided at camp, cohort leaders will manage water distribution.
21. Each cohort will have their own camp supplies and equipment. Supplies and equipment should not be shared between cohorts and should be cleaned daily.

Sanitizing Facilities

Summary: The virus itself is spread through droplets in the air and on surfaces. There is a great risk of spread in that the virus can take up to 2 weeks to start causing symptoms in a carrier and many carriers will never show symptoms at all. Thoroughly sanitizing of facilities is one of the safety measures that PPR has the most control over.

PPR will run its 2020 Summer Camp with increased scope and frequency of sanitizing. Facility staff should expect to perform cleaning and disinfecting tasks on their spaces multiple times a day and will be required to report compliance with these tasks to their supervisor.

Disinfecting the site: The primary disinfecting product, Nova™ Disinfectant will be used to clean and disinfect the sites and the equipment. Since this product will be used frequently throughout the day, it is recommended that employees wear gloves while using it. **Make sure that the area to be cleaned is cleared of all campers before cleaning any surfaces or equipment.**

Definitions: according to the Center for Disease Control

- **Cleaning** removes germs, dirt, and impurities from surfaces or objects. This process does not necessarily kill germs, but by removing them, it lowers their number and the risk of spreading infection.
- **Disinfecting** kills germs on surfaces or objects by using chemicals. This process does not necessarily clean dirty surfaces, but by killing germs on a surface after cleaning, it can further lower the risk of infection.
- **Sanitizing** lowers the number of germs on surfaces to a safe level by either cleaning or disinfecting objects to lower the risk of spreading infection.

Preparation:

1. **Receive cleaning materials and equipment** from a District Operations staff drop-off.
 - a. This will include

- containers of **NOVA Disinfectant**
- 32-oz hand-sprayers
- 1-gallon sprayer
- paper towels
- hand sanitizer
- latex or vinyl gloves
- safety signage
- other cleaning materials deemed necessary

b. Assemble any equipment – specifically the sprayers – according to their instructions.

2. All facility staff read product labels and MSDS (Materials Safety Data Sheets).

- This step is critical as it allows the staff to safely and effectively use the product and allows them to respond to questions from the public regarding sanitizing practices.
- The MSDS sheets must be kept onsite and accessible by all staff.

3. Review the Deep Cleaning Checklist with entire facility staff.

- Take note of the different tasks for each period of the day, and the frequency.
- The senior Recreation Supervisor assigns tasks to the appropriate facility staff.
- The senior Recreation Supervisor adjusts programming and logistics at the facility to allow completion of all tasks. This means that whenever a room or area is being disinfected the campers will need to be programmed in another area. The Supervisor should use input from other facility staff as they deem necessary.


Procedure:

- Complete tasks each day** and initial on the Checklist after each task. The facility Supervisor is responsible for checking this list for completion and verifying its accuracy.
- Identify unique items** that are being frequently used and add them into the cleaning routine. These items are identified by the Supervisor and their staff and can include items such as: Speakers, computers, TV or monitor buttons, outdoor shed door or chest handles, keys, dry erase markers, mop and broom handles, vending machines and more.
- Store completed Checklists** for review when necessary. The facility Supervisor will be responsible for providing these to District Managers on a weekly basis. Each Manager will give instructions on how they plan to collect the sheets. The facility supervisor will keep the white copy, yellow carbon copy is given to your Program Manager, and the pink carbon copy is sent to the Safety Director by the Program Manager.

Important Reminders:

- Tasks will require prompt action in the morning and after campers have left to successfully follow all procedure. **Do not let campers enter the facility** until the appropriate spaces have been cleaned and the check-in station has been successfully setup to screen.

- The Checklist identifies the “Commonly Touched Surfaces” that should be cleaned a total of 6 times a day. They are identified by an Asterix (*) and include:
- Door handles
- Cabinet handles
- Railings
- Light switches
- Counter tops, tables, & desks
- Chair arms
- City phones & remote controls
- Keyboards and computer mice
- Refrigerator handles & faucets
- Exterior play equipment

PHILADELPHIA PARKS & RECREATION SUMMER CAMP CHECKLIST		 PHILADELPHIA PARKS & RECREATION					
Facility Name:							
For the Day of:							
DAILY OPENING TASKS		SIGN INITIALS HERE				NOTES	
		7:30AM-9AM					
Check restrooms -- replace supplies							
Disinfect all commonly touched surfaces (see below)*							
Disinfect exterior play equipment*							
Disinfect all sporting equipment for planned use*							
DAILY DISINFECTING TASKS -- 5 TIMES PER DAY		SIGN INITIALS HERE					NOTES
		10AM	11AM	12PM	1PM	2PM	
Disinfect & wipe down all door handles*							
Disinfect & wipe down all cabinet handles*							
Disinfect & wipe down all railings*							
Disinfect & wipe down all light switches*							
Disinfect & wipe down all counter tops, tables, and desks*							
Disinfect & wipe down all chair arms*							
Disinfect & wipe down all city phones & remote controls*							
Disinfect & wipe down all keyboards & computer mice*							
Disinfect & wipe down all refrigerator handles & faucets*							
Disinfect & wipe down exterior play equipment*							
Clean all restroom sinks, toilets, & urinals							
Check all trash cans every hour, empty when full							
DAILY CLEANING TASKS -- 2 TIMES PER DAY		SIGN INITIALS HERE					NOTES
			11AM		1PM		
Clean kitchen area							
Remove all ground litter & debris: exterior							
Sweep & check sprayground for proper drainage, no glass							
Sweep & mop afterschool room & tot rec room							
Sweep & mop multi-purpose & activity rooms							
Sweep & mop gym floors							
DAILY CLOSING TASKS		SIGN INITIALS HERE					NOTES
		3PM-5PM					
Check restrooms -- flush all toilets							
Empty all trash receptacles: interior & exterior							
Sweep & mop all facility floors w/ appropriate chemicals							
Disinfect all commonly touched surfaces (see above)*							
Disinfect exterior play equipment*							
Disinfect all sporting equipment used today*							
NOTES AND DISCLAIMERS:							
*Use Nova Disinfectant in 32oz hand sprayers (2oz Halt per 32oz water) or 1 gal spray pumps (4oz Nova per gallon water). Scrub heavily soiled surfaces prior to Nova use, apply to surface for 10 minutes to fully disinfect. ~Temperature should be set to 71F-74F while facility is open, and set to 82F every evening when facility is closed. ~Based on the ratio of campers to number of restrooms available at a center, restrooms may need more frequent cleaning ~Campers & other facility users should be moved to a different room or area for the duration of disinfecting							

Screening Staff & Campers

Summary: Containment of the virus is a priority strategy for the City. With an incubation period of 14 days, it is possible to identify possible exposure to others and prevent them from continuing the spread. To push early identification and containment, every Summer Camp will have a Check-In station where Staff and Campers alike are screened upon arrival at the site each day. Screening will be achieved using the non-touch infrared forehead thermometers and asking a series of simple questions to each person joining the camp. Any mention of “thermometer” below indicates the non-touch infrared forehead thermometers.



Preparation:

1. **Read the instructions** for the non-touch infrared forehead thermometers and make sure all staff who will be required to use it are familiar with use and target temperatures.
2. **Test a thermometer** for accuracy and functionality.
3. **Identify the Check-In location.** This table or test should be just outside the main entrance to the camp facility and will double as a screening station. Staggered drop off and pick up of campers will be coordinated at each site. Parent/guardian must remain with the camper until check-in is completed.
 - a. Ideally the location is under a roof to provide shade and cover. The virus spreads easier when people are in closer quarters inside, so only staff and campers should be expected to pass this table.
 - b. The space should have ample room for campers and their families to line-up with 6' of distance between them. Use stickers, chalk, tape, or other available materials to designate these distances for campers and their families.
 - c. The screening location itself may be in the lobby if there is inclement weather, but the entrance to the facility should still be the point of drop-off for families and their campers.

Process:

- A. Test a Thermometer for functionality. Do this again each day before use.
- B. Screen each Staff member as they arrive. The Supervisor is responsible for personally verifying the temperature of themselves, and every other staff member on site, as they enter the building for the day.
- C. Setup other check-in materials at the Check-In station, including camper roster, pens, hand sanitizer, and sanitizing wipes. Camp staff will make every effort to use personal pens and writing utensils. A shared pen should be wiped down with alcohol by the user after each use.
- D. Deploy staffers so that one is stationed at Check-In (or two are stationed on opposite ends of the entrance to allow for distance) and at least one staffer is monitoring and engaging the campers who have entered.
- E. Screen and Check-In each Camper as they arrive.
 - Greet the camper and their family as warmly as possible. This has been a hard period for many and may be the first time many campers are returning to social recreation.
 - As other families and campers arrive, ask them politely to wait at least 6 feet behind the group or individual in front of them. If available, stickers or chalk can be used as markers.
 - Inform the camper that the Camp's new rules are to take everyone's temperature before entering the building. Inform any family or escorts that only campers and staff members are permitted beyond this point and to get their farewells and reminders in now. This is also a time to reinforce the policy that toys from home are not permitted.
 - Follow the instruction for taking the camper's temperature with the thermometer.
 - While taking the temperature, ask the following questions in a casual and friendly way: *"How are you feeling today?"*
 - *Have you been experiencing any fever, chills, muscle pain, sore throat, or had a hard time tasting or smelling?*
 - *"How is everyone at home feeling?"*
 - *"Have you or anyone in your family been sick recently?"*
 - *"Has anyone you and your family spend time with been sick?"*
 - *"Have you spent time with anyone diagnosed with COVID-19?"*
 - It is the responsibility of the staff member stationed at Check-In to **screen every camper** before they enter the facility, and to immediately report any red flags including an abnormal temperature or a response to the screening questions that indicates risk (see *Responding to a Case of COVID-19* on p.15)

- Assuming the camper passes screening, direct them to a location where any lunch containers they have brought from home can be placed.
- Direct the camper to use hand sanitizer at camp or wash hands with soap and water for 20 seconds.
 - IF THE STUDENT BROUGHT A LUNCH, it should be placed on a designated counter or table near the fridge to be wiped down with a sanitary wipe by the program staff supervising the campers OR can be sanitized by the Check-In staff and taken in later, as long as it is sanitized before being stored with other food.
- If there are no-call-no-show campers who are on the roster, the Check-In staff should allow a minimum 30 minutes past check-in time to make sure campers are screened even if late. After that time, staff must be positioned to view the front door and screen any late-comers, or the door must be closed with a sign indicating a phone number to call to be screened and admitted to the camp.



Important Reminders:

- There is currently a range of beliefs about the Coronavirus, its impact, and the response from government and from other community members. It is likely that the practices at any given recreation center will be questioned, criticized, or challenged. It is important to represent the department and its commitment to the health and safety of staff and users of this facility.
- If asked why a policy has been implemented, explain that it is the responsibility of the staff and the department to keep the facility safe for each one of its users, and that these protocols are the only way the camp is permitted to be open. If necessary, cite that these protocols were constructed by the PPR Director of Safety Operations and vetted through the Department of Public Health.

- If asked if these protocols will have to continue every day, whether it be temperature checks or constant cleaning, any staff asked should inform the community member(s) that the protocols will be in effect throughout the duration of Summer Camp at least.



Engaging parents and visitors:

- With differences in opinion, perception, and experience around the virus throughout the community, it is likely that some visitors at some point will disagree with policies or argue the science around the safety protocols. Facility staff should not engage in agreeing or disagreeing with visitors on their opinions or beliefs. It is more important to focus the conversation on these protocols being the only way the camp can remain open.
- Visitors may be coming from a community where social distancing and the wearing of a mask is no longer observed widely. It is important to address these practices the moment they are seen, or it will be harder to reverse them later. If a family member comes within 6 feet of the visitor in front of them, politely ask them to give some space. Politely remind parents and guardians themselves that they should be wearing masks when dropping their campers off.
- If a visitor tries to skip screening, verbally remind them the camper will not be permitted to attend the camp if they are not screened. For assistance, the senior Supervisor should be called, and if they require additional assistance, the District Manager should be called. If matters escalate and there is fear of safety, call 911. Do NOT try to physically engage visitors by any means, even if they are non-compliant.

Parent/Guardian Agreement

To protect our children and staff, I agree to keep my child at home if he/she has:

- Fever (a temperature of 100.4 or more)
- Cough
- Sore throat
- Chills
- Muscle pain
- Headache
- New loss of taste or smell

If my child has any of these signs of COVID-19, I will not send him/her back to school until:

- My child tested negative for COVID and is otherwise well enough to go back to school
OR
- A healthcare provider has seen my child and documented a reason for the symptoms other than COVID
OR
- All are true: 1) at least 10 days since the start of symptoms AND 2) fever free off anti-fever medicines for 3 days AND 3) symptoms are getting better.

If my child is diagnosed with COVID-19, I will not send him/her back to school until the following:

- It has been at least 10 days since my child first had symptoms **AND**
- My child has had no fever off anti-fever medicines (ex: Tylenol, Ibuprofen) for 3 days
AND
- My child's symptoms are getting better

If someone in my household is diagnosed with COVID-19 or my child is exposed to COVID-19, I will keep him/her home for 14 days.

If someone in my household develops new cough, shortness of breath or two of the following: sore throat, chills, muscle pain, headache, new loss of taste or smell, I will get that person tested for COVID-19. If that person tests positive, I will keep my child home for 14 days.

Child's name: _____

Parent/guardian name: _____

Parent/guardian signature: _____

Date: _____

Philadelphia Department of Public Health COVID-19 Screening Tool

Date: _____

Name: _____

1. **TEMPERATURE:** _____ °F ☐ Temperature taken on-site ☐ Temperature taken at home

If temperature 100.4°F or higher → do not allow into the facility

2. SYMPTOMS

Do you have any of the following?

☐ Cough ☐ Shortness of breath

If YES to either → do not allow into the facility

OR

☐ Fever ☐ Sore throat

If YES to 2 or more → do not allow into the facility

☐ Chills ☐ Muscle pain

☐ Headache ☐ New loss of taste or smell

3. VISUAL INSPECTION

Does the individual have flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness (in a child), or cough?

☐ Yes ☐ No Comments:

If YES → do not allow into the facility

4. EXPOSURE

Have you been exposed to anyone with a confirmed case of COVID-19 in the past 14 days?

☐ Yes ☐ No Comments:

If YES → do not allow into the facility

Child Symptom Notes

Date: _____

Dear parent/caregiver,

Your child, _____, has had the following symptoms that could indicate COVID-19 (please check all that apply).

- ☐ Cough
- ☐ Fever
- ☐ Chills
- ☐ Headache
- ☐ Sore throat
- ☐ Muscle pain
- ☐ New loss of taste or smell

To ensure the health and safety of all children and staff, your child will not be permitted back to the facility until:

1. Initial COVID-19 testing is negative and individual meets the school's normal criteria for return after an illness **OR**
2. A clinician has evaluated the child and documented an alternative diagnosis **OR**
3. All of the following are true: 1) at least 10 days since the onset of symptoms **AND** 2) until fever free off anti-fever medications for 3 days **AND** 3) symptoms are improving.

If your child is diagnosed with COVID-19, he/she should remain home until all of the following are true:

1. It has been at least 10 days since your child first had symptoms **AND**
2. Your child has been fever-free off anti-fever medications (ex: Tylenol, Ibuprofen) for 3 days **AND**
3. Your child's symptoms are improving

If your child was positive for COVID-19, he/she does NOT need a repeat COVID test or a doctor's note in order to return to the facility.

Sincerely,

|

Handwashing Protocol

Handwashing: The Coronavirus is able to spread easily through people in close contact with one another. Frequent handwashing and or hand-sanitizing is essential to stop the spread of the virus and should be performed frequently, including, but not limited to:

- Upon arrival
- Before scheduled meals and eating food
- After being in contact with someone who may have been sick
- After touching frequently touched surface (railings, doorknobs, counters, etc.)
- After using the restroom
- After using common items, such as sports equipment, computer keyboards and mice, craft supplies, etc.
- After coughing, sneezing, or blowing their nose

How to Wash Hands:



*Graphic Courtesy of the Philadelphia Department of Public Health

Responding to a Case of COVID-19

Summary: According to the Philadelphia Department of Public Health in the *Safer at Home* plan, it is reasonable that as much as 10% of the city population has been infected with the virus, leaving the other 90% still vulnerable. While there is no definite sign that the risk of transmission has lowered, it is possible that a site may discover a camper or staff member to be a potential or confirmed carrier of COVID 19. The important thing to do is to remain calm, refer to the protocol below, and act quickly.

Procedure for Sick Staff:

- A. **Employees with COVID-19 symptoms** should call their supervisor and should stay home in accordance with the Parks and Recreation procedure and the Public Health section of the City's current policy
- Symptoms can be defined as: cough, shortness of breath,
 - **OR** any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell
- B. **Employees who become ill at work** must notify their Supervisor and must be sent home immediately.
- If the employee is unable to leave the site, place the employee in a room or area where they are isolated from others to prevent the spread of a potential virus.
 - The Department will work with the employee to arrange for suitable transportation home.
 - We will continue to follow the Public Health Guidelines on quarantine and isolation.
- C. **In either case** the employee's direct supervisor should be notified and will contact the Safety Unit (Keith and Kevianna) and or Human Resources to report the incident.

Procedure for Sick Campers:

- D. **If a camper develops symptoms**, they should be brought to a designated isolation room while waiting to be picked up. If a separate room is not available, designate a chair or outdoor space that can be kept at least 6 ft apart from all other children.
- Open outside doors and windows to increase air circulation in the areas, if possible.
 - **If a camper fails a screening**, they will not be admitted into the camp and will be released back to the parent/guardian. Parent/guardian must remain with the camper until check-in is completed.
- E. **In either case**, the failed screening or development of symptoms of potential COVID-19 case must be reported to the supervisor who will contact the parent immediately and report it to the Safety Unit along with the contact number of the parent. Any follow-ups will be done by the Safety Unit until the cohort can return to camp.

F. If a child or staff member in a camp group has COVID-like illness: – They can return to camp if:

- Initial COVID-19 testing is negative and is cleared by a physician and the safety unit. individual meets the camp's normal criteria for return after an illness

OR

- A clinician has evaluated the child and documented an alternative diagnosis

OR

- COVID-19 testing was not done, and all of the following are true:
 - 1) at least 14 days since the onset of symptoms AND
 - 2) the child has been cleared to return by a physician with documentation (note)

CPR/First Aid Procedures During COVID-19

While we do not anticipate any incidents involving CPR/First Aid it may in fact occur. If someone needs medical attention, a trained person can administer CPR/ First Aid to an employee or camper.

This must be done with caution and in the case of CPR only in a life-threatening situation.


The person administering the aid must be trained and have the appropriate PPE.

- **First aid** – Gloves and a mask must always be worn even while applying a band aid. If the cut or wound is severe the paramedics must be contacted right away.
- **CPR** – Call 911 immediately. Chest compressions can be given with no skin to skin contact. No mouth to mouth breathing should be attempted and gloves and masks must be worn during this process.
- **Choking victims** – Normally the person places their arms around the victim from behind and clasp their hands in front and pulls inward and upward to expel the foreign object. This can also be done while the victim is laying down. The thrust would be the same inward and upward. Gloves and a mask must be worn.
- **In all cases, supervisor should contact the parents immediately and notify the safety unit.**

In the event of injury or illness follow all PPR guidelines for documenting injuries:

- **Employee injury** – complete the COPA II injury reporting form and submit to direct Supervisor
- **Non-employee** (including campers) – complete the yellow Incident Report

Submit any of the above to the Director of Safety Operations: Keith.Freeman@phila.gov

	PHILADELPHIA PARKS & RECREATION	<p style="margin: 0;">Incident Form (Please check one that applies)</p> <p style="margin: 0;"> <input type="checkbox"/> Participant <input type="checkbox"/> Spectator </p>
<i>Employee on Duty MUST Complete this Form</i>		
PART I NAME OF SITE: _____ DISTRICT: _____		
ADDRESS OF SITE: _____		
SITE PHONE NUMBER: _____	DATE OF OCCURRENCE: _____	TIME OF OCCURRENCE: _____
EXACT LOCATION OF OCCURRENCE (PLAYGROUND, POOL, GYM, FIELD, ETC.): _____	WAS 9-1-1 CALLED? (BY SOL WHO RESPONDED: POLICE, FIRE, EMB) _____	DC # (IF APPLICABLE): _____
PART II PERSONNEL INFORMATION		
NAME OF INDIVIDUAL INVOLVED IN OCCURRENCE: _____	PRESENT ADDRESS: _____	DATE OF BIRTH (MM/DD/YYYY) _____
PHONE NUMBERS (HOME / CELL) H _____ C _____	OCCURRENCE TYPE: _____	EXTENT OF ASSISTANCE: <input type="checkbox"/> FIRST AID ADMINISTERED BY: _____ <input type="checkbox"/> HOSPITAL (Specify): _____
PLACE, DATE & TIME OF MEDICAL TREATMENT: _____		
WITNESS NAME (LAST, FIRST, MI) _____	PHONE NUMBER _____	JOB TITLE / OR RELATIONSHIP TO THE INDIVIDUAL _____
PART III DESCRIPTION		
DESCRIBE EXACTLY WHAT HAPPENED WITH AS MUCH DETAIL AS POSSIBLE (USE DESIGNED SPACE ON BACK PAGE IF MORE SPACE IS NEEDED)		
PART IV SIGNATURE		
EMPLOYEE NAME & TITLE (Print) _____	EMPLOYEE NAME (Signature) _____	PAYROLL # _____
SUPERVISOR NAME & TITLE (Print) _____	SUPERVISOR NAME (Signature) _____	DATE: _____
DATE: _____		

Understanding & Explaining COVID-19

What Does Coronavirus Do to Your Body?

There are many types of coronaviruses. Some give you the common cold. The new coronavirus behind the 2019-2020 pandemic causes an illness called COVID-19.

How Does Coronavirus Attack Your Body?

A virus infects your body by entering healthy cells. There, the invader makes copies of itself and multiplies throughout your body. The new coronavirus latches its spiky surface proteins to receptors on healthy cells, especially those in your lungs.

Specifically, the viral proteins burst into cells through ACE2 receptors. Once inside, the coronavirus hijacks healthy cells and takes command. Eventually, it kills some of the healthy cells.

How Does Coronavirus Move Through Your Body?

COVID-19, the illness caused by the coronavirus, starts with droplets from an infected person's cough, sneeze, or breath. They could be in the air or on a surface that you touch before touching your eyes, nose, or mouth. That gives the virus a passage to the mucous membranes in your throat. Within 14 days, your immune system may respond with early symptoms like a sore throat, a fever, or a dry cough.

The virus moves down your respiratory tract. That's the airway that includes your mouth, nose, throat, and lungs. Your lower airways have more ACE2 receptors than the rest of your respiratory tract. So COVID-19 is more likely to go deeper than viruses like the common cold.

Your lungs might become inflamed, making it tough for you to breathe. This can lead to pneumonia, an infection of the tiny air sacs (called alveoli) inside your lungs where your blood exchanges oxygen and carbon dioxide. If your doctor does a CT scan of your chest, they'll probably see shadows or patchy areas called "ground-glass opacity."

For most people, the symptoms end with a cough and a fever. More than 8 in 10 cases are mild. But for some, the infection gets more severe. About 5 to 8 days after symptoms begin, they have shortness of breath (known as dyspnea). Acute respiratory distress syndrome (ARDS) begins a few days later.

ARDS can cause rapid breathing, a fast heart rate, dizziness, and sweating. It damages the tissues and blood vessels in your alveoli, causing debris to collect inside them. This makes it harder or even impossible for you to breathe.

How Does Coronavirus Spread?

With cases of the new coronavirus reported in all 50 states, health officials are focused on slowing the spread. By understanding how coronavirus spreads, you can take the right steps, so you don't get sick and infect others.

Person-to-Person Transmission

Experts believe the virus that causes COVID-19 spreads mainly from person to person. There are several ways this can happen:

Droplets

When an infected person coughs, sneezes, or talks, droplets with the virus fly into the air from their nose or mouth. Anyone who is within 6 feet of that person can breathe those droplets into their lungs.

Aerosolized transmission. Research shows that the virus can live in the air for up to 3 hours. When you breathe air that has the virus floating in it, it gets into your lungs.

Surface transmission. Another way to catch the new coronavirus is when you touch surfaces that someone who has the virus has coughed or sneezed on. You may touch a countertop or doorknob that's contaminated and then touch your nose, mouth, or eyes. The virus can live on surfaces like plastic and stainless steel for 2 to 3 days. To stop it, clean and disinfect all counters, knobs, and other surfaces you and your family touch several times a day.

Community Spread

Sometimes, a person can trace how they got the virus because they know that they've been in contact with someone who's sick. In other cases, the cause is unknown. Community spread is when someone gets the virus without any known contact with a sick person.

When to Quarantine or Isolate

To stop the spread of coronavirus, people who are sick need to self-quarantine, or stay away from those who are well. Because you may not show symptoms right away, you should also self-quarantine if you know that you've come into contact with someone who has COVID-19.

- Stay at home.
- Don't have visitors.
- Wash your hands often with soap and warm water.
- Don't share personal items like dishes, utensils, and towels.
- Clean frequently touched surfaces like counters, doorknobs, phones, and remote controls.

If you've tested positive for COVID-19, isolate yourself. Stay at home in a room that's separate from everyone else, if possible. Avoid contact with other people and pets. Wear a face mask when you must be near other people.

If your symptoms get worse, call your doctor or hospital before you go in. Follow their instructions to get medical help.

Isolate yourself until there's no chance that you could spread the virus. Your doctor can tell you when it's safe to stop.

Important Reminders:

- Don't try to answer questions you don't know the answer to or to provide information you can't verify. Misinformation can negatively impact the reputation of the department or potentially put the person(s) hearing the information at risk. Simply respond "Sorry I'm not sure about that. I can tell you that we're following all of the protocol established by the Department of Parks & Recreation and approved by the Philadelphia Health Department to keep our staff, our campers, and their communities as safe as possible." Direct any further questions or concerns to your supervisor.