

School Checklist for Departure

3 months prior to attending KEEP:

- ___ Begin counselor recruitment and fingerprinting process. All adult counselors, shadows and other volunteers must pass fingerprint clearance to be alone with students.

8 weeks before KEEP:

- ___ Begin counselor recruitment and fingerprinting process.
 - o All adult participants must pass district fingerprint clearance
- ___ Make transportation arrangements to KEEP.
 - o 1st day arrival = 11:30; Last Day Departure = 11:30
 - o Create a COVID-19 transportation plan in case of group exposure.
 - o Get current phone numbers for all administrators.
- ___ Research new Camp KEEP COVID-19 safety policies, protocols, and forms.
 - o Read [Camp KEEP COVID-19 Plan for Reopening](#)
 - o Explore the [Camp KEEP website](#)

6 weeks before KEEP:

- ___ Begin [curriculum preparation](#).
- ___ Download & distribute [registration materials and forms](#) from KEEP website.
 - o [Parent Welcome Letter](#)
 - o [Parent COVID-19 Safety Letter](#)
 - o [High School Registration Form](#) or [Adult Registration Form](#)
 - o [Student Medication form](#)
 - o [Emergency Pickup Form](#)
 - o [Camp KEEP Health Checklist for Families](#)
 - o [Packing List](#)
 - o [Counselor Handbook](#)
- ___ Arrange for IEP or 504 meeting for students with behavioral or medical needs
 - o Contact KEEP Supervisor about all special needs students
 - o Determine shadow requirement and whether family member is available
 - o Distribute [Physician Authorization Form](#)
- ___ Arrange a chaperone & parent information night (virtual?)
 - o Discuss COVID-19 safety policies, forms, & requirements.
 - o Show & discuss CDC poster "[Camp Rules](#)"
 - Masks always worn indoors except eating, sleeping, bathing. 10 masks required.
 - Masks will be worn outdoors when social distancing isn't possible.
 - Each student needs 2 masks/day (in case one gets dirty or wet).
 - Cabin groups remain separate for eating, sleeping, recess, hygiene, campfire, transportation.
 - Hike groups are 2-3 cabin groups combined.
 - No intergroup mixing allowed in order to decrease exposure risk.
 - o Show & discuss CDC poster "[Don't Feel Well](#)"
 - On departure day temp check & Pre-Travel Health Form check.
 - At camp daily morning health checks & temps
 - Students with symptoms must be picked up immediately
 - o Show & discuss CDC poster "[Handwashing](#)"
 - Review handwashing best practices
 - Encourage participants to bring individual hand sanitizer.

4 weeks before KEEP:

- ___ Acquire backup PPE to bring to camp
 - o School provides 10 masks/participant/week (only to be used if needed)
 - o School provides an emergency PPE kit (gloves, gowns, N95 masks, face shields, antibacterial gel) for any teachers that help with 1st aid.
- ___ Collect all forms. Review for completeness.
 - o [Registration Forms](#) (alphabetized)
 - Require parent signature
 - Discuss minor medical issues (bed wet, sleepwalk, food allergies) with parents.
 - Note all issues on [Food, Medical & Behavior List](#)
 - o [Emergency Pickup Forms](#) (staple to Reg Form)
 - Require parent signature & at least 4 adult contacts
 - o [Medication Forms](#) (alphabetized)
 - Needed for all meds (prescription & over the counter)
 - Require parent & doctor signatures.
 - Email to KEEP for review.
 - o [Physician Authorization Forms](#) (alphabetized)
 - Require parent, doctor, and shadow signature.
 - Email to KEEP for review.
 - Discuss needed accommodations with KEEP
- ___ Check on transportation arrangements.
- ___ Check on counselor numbers.
 - o 1 counselor for every 7 students. Teachers & shadows do not count towards ratio.
 - o Contact KEEP ASAP if you do not have enough counselors to discuss options.
 - o Arrange for backup counselors. 2 extras (above required ratio) can attend for free.

2 weeks before KEEP:

- ___ Pass out [Pre-Travel Health Screening Forms](#) to families
 - o Participants must monitor their health symptoms for 10 days before Camp KEEP
- ___ Discuss with students:
 - o Social issues (bedwetting, homesickness, showering, communal living)
 - o Behavior expectations
 - o COVID-19 safety protocols
- ___ Email to Program Supervisor the following:
 - o [Attendance Roster](#)
 - o Cabin Assignments for [Ocean](#) or [By The Sea](#)
 - Indicate adult-student connections
 - o [Food, Medical & Behavior List](#)
 - Include medical, dietary, behavior issues
 - o [Student Medication Forms](#)
 - Check for parent & doctor signatures for each medication
 - o [Physician Authorization Forms](#)
 - Check for parent & doctor & shadow signature
 - Confirm shadow attendance & arrange needed training
- ___ Check on counselor commitment & make backup plans if needed

1 week before KEEP:

- ___ Prepare activities & pack supplies for Teacher Hour
- ___ Remind families to complete Pre-Travel Health Screening within 24 hours of departure
- ___ Conduct initial student lice check (Monday), treatment, & recheck (Friday)
- ___ Collect student medications
 - o Match name & dosage of medication to the form
 - o Place meds & form in labeled ziplock bag
 - o Put all meds in a box/backpack and store in a secure location

Departure Day for Camp KEEP (before boarding bus!)

- ___ At school, enforce social distance & masking habits during check-in
 - o Designate separate cabin gathering areas
 - o Get all student medications
 - Collect & screen last minute student medications/forms
 - Email any new forms to KEEP immediately
 - Shadows should carry their student's emergency medication to KEEP.
 - o Conduct COVID-19 screening with all participants
 - Collect & review the Pre-Travel Health Screening Form (*coming soon*)
 - Form must be signed by parent/guardian within 24 hours
 - Participants must be symptom free for 10 days before departure
 - Ask [COVID-19 screening questions](#) to all participants
 - Participants must be symptom free for 10 days before departure
 - Take temperature of all participants
 - Temperatures must be below 100.4 degrees before departure
 - Check all participants have 10 masks; distribute masks if needed
- ___ Boarding the bus/vehicle
 - o Masks must be worn on bus/vehicles
 - o CDC & CDPH recommends at least 2 windows open per bus/vehicle
 - o Take roll as students & adults board the bus/vehicles
 - o Assign vehicle seating to minimize cohort mixing and decrease exposure risk
 - First, seat by cabin groups. Seats can be shared
 - Second, place cabins in the same hike group near each other.
 - o Teacher that arrived first must have:
 - Registration, Emergency Pickup, and Health Screening Forms
 - Box of student medications & forms.
 - Teacher on bus should have students' emergency medication
- ___ When bus leaves school, call Camp KEEP
 - o Update ETA & attendance changes

Upon arrival at Camp KEEP:

- ___ Give KEEP staff
 - o Student registration /emergency pickup / health screening forms (alphabetized)
 - o Adult registration/ behavior contract/ health screening forms (alphabetized)
 - o Box/bag student medications & forms
- ___ Collect electronics & snacks from students as they disembark
- ___ Notify school of safe arrival
- ___ Update KEEP staff on any unusual circumstances
- ___ Move into your cabin & use the bathroom
- ___ Meet at amphitheater for welcome & introductions