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
I 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