



Thorne Nature Experience COVID-19 Health Policies and Procedures

(Last updated: 7/15/2020. This document will be reviewed and updated at least monthly throughout the COVID-19 pandemic to ensure compliance with all Boulder County Public Health and Colorado State Child Care Licensing guidelines)

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CONTACT INFORMATION

If you have any questions or concerns related to Thorne's COVID-19 Health Policies and Procedures, or need to report possible symptoms or exposure to COVID-19 before, during, or immediately following a Thorne program, please contact the Program Director for your Thorne program.

Summer Camp

Carrie Riesberg, Summer Camp Manager
carrie@thornenature.org
(720) 738-9898 (text or call)

Thorne Nature Preschool

Lori Powell, Preschool Director
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(303) 900-5401 (text preferred)

INTRODUCTION

The health and safety of our participants and staff continues to be Thorne's top priority. The following policies and procedures are designed to help prevent the spread of the COVID-19 virus.

Thorne's COVID-19 Health Policies and Procedures will be the governing health policy throughout the COVID-19 pandemic. Thorne's standard illness policy will only be used if a participant or staff member is exhibiting symptoms that are not suspected to be COVID-19 related and if there is no possible personal exposure to COVID-19. COVID-19 symptoms currently include fever 100.4 F or above, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle aches or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Possible personal exposure to COVID-19 includes a household exposure or close contact with someone who tested positive for COVID-19 in the last two weeks.

Thorne's COVID-19 health policies and procedures were originally developed with guidance from Boulder County Public Health & Environment (BCPHE), CO Department of Public Health & Environment (CDPHE), CO State Emergency Operations Center, Colorado Office of Early Childhood - Department of Human Services (CDHS), the Center for Disease Control (CDC), and the American Camp Association. Thorne will continue to work closely with Boulder County Public Health and CDHS throughout the pandemic to adapt policies and procedures related to COVID-19. Thorne will consult with Boulder County Public Health when making decisions related to program closures, isolation, quarantine, and general health and wellness. See the BCPHE Child Care COVID-19 Decision Tree for more information: <https://assets.bouldercounty.org/wp-content/uploads/2020/06/COVID-19-Child-Care-Decision-Tree.pdf>

If you have any questions, please contact us at info@thornenature.org, (303) 499-3647, or contact the Program Director for your Thorne program.

GENERAL POLICIES AND PROCEDURES

Pre-Program

Pre-Program Communication

- Two weeks prior to the start of a program, parents/caregivers will be emailed Thorne's COVID-19 Health Policies and Procedures, Thorne's

standard illness policy, and Thorne's COVID-19 Pre-Program Screening Questions.

COVID-19 Pre-Program Screening Questions

- During the week before the participant's program, parents/caregivers are required to contact the Director for your Thorne program (contact information is on page 1 and in program addendum) for further guidance, if they answer yes to any of the following questions:
 - Does the participant have any of the following symptoms?
 - Fever 100.4 F or above
 - Chills
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle aches or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Has the participant been around a household member or close contact with COVID-19 in the last two weeks (exposure is typically defined as within 6 feet for at least 15 minutes)?

During Program

Each Day Before the Program

- Parents/caregivers will be asked to take the participant's temperature each day before the program. Parents/caregivers are required to keep the participant home if they are sick, starting to feel sick, or if they have a fever.
- If a participant does not attend a program because of an illness, parents/caregivers must notify the Director of your Thorne program (contact information is on page 1 and in program addendum). In the message, please include the participant's first and last name and a detailed list of symptoms.
- Parents/caregivers should convey important information that needs to be shared with staff via email/text in advance of drop-off and pick-up, if possible, to minimize congregating.
- Parents/caregivers should apply sunscreen to the participant within 30 minutes of drop-off each day to minimize the need for teacher/participant contact.
- Participants should use the restroom at home prior to arrival to the program to limit use of shared restrooms.

Arrival At Program

Daily health check for staff and participants:

- Upon arrival, Thorne staff, volunteers, and participants (with support from parent/caregiver) will answer the current COVID-19 Health Screening questions:
 - Does participant, volunteer, or staff member have any of the following symptoms?
 - Fever 100.4 F or above
 - Chills
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle aches or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Has participant, volunteer, or staff member been around a household member or close contact with COVID-19 in the last two weeks (exposure is typically defined as within 6 feet for at least 15 minutes)?
- Participants, volunteers, and staff who answer YES to any of the health screening questions will be asked to go home.
 - Thorne Staff will communicate with BCPHE for further guidance and follow up within 24 hours on next steps.
- Every participant, volunteer, and staff member's daily health screening will be recorded in the appropriate participant or employee health screening form.
- Temperatures of staff, volunteers, and participants will be checked daily.
 - Temperature will be taken after answering the COVID-19 Health Screening questions. Any staff, volunteers, or participants who have a temperature that is 100.4°F (38.0°C) or higher will be asked to go home and Thorne staff will contact BCPHE for further guidance.
 - Temperature checks will occur one-on-one with a staff member. The procedure for temperature checks will follow [CO Department of Public Health & Environment and CO State Emergency Operations Center Guidelines](#) to assure that there is no cross contamination, which is as follows:
 - Families will stand 6 feet apart in lines,

- Temperature takers will put on medical gloves if using a touch thermometer,
- Touch thermometers will be cleaned with an alcohol wipe after each use and the body of all thermometers will be cleaned frequently with disinfectant.

Drop-Off and Pick-Up Procedures

- Drop-off and pick-up will take place outdoors as much as possible, with families spaced 6 feet apart.
- Parents/caregivers are required to wear face coverings during drop-off and pick-up.
- Check-in and checkout procedures will minimize parents touching shared items, like pens (for example, one staff/volunteer fills out health screening form, clean pens are used for each person).
- Staff, volunteers, and participants will be required to wash hands or use hand sanitizer upon arrival.

During the Program

- Health Precautions
 - All participants are taught the process to sneeze into the fold of their arms
 - Staff will teach and remind participants to avoid touching their eyes, nose, and mouth.
 - As much as possible, participants will limit physical contact and gear sharing with other participants.
 - Participants will not share any personal items.
 - Thorne participants will bring individual lunches and snacks and will not share food.
- Hand washing/sanitizing
 - Hand washing or use of hand sanitizer for all staff and participants will occur as follows:
 - Upon the start of each program,
 - Before and after snack and lunch,
 - Before and after using shared learning materials,
 - After an “unguarded” sneeze or cough within 6 feet of group,
 - After using the restroom,
 - At the end of the program.
 - Thorne staff will have spray bottles of clean water, biodegradable soap, and hand sanitizer available throughout the day. Frequent hand washing will be encouraged.
 - All participants will be taught the correct “20-second” protocol for hand washing.
 - Hand washing with soap and water is the preferred method; however, hand sanitizer is a backup to hand washing.

- Restrooms
 - High touch surfaces in restrooms at Thorne facilities will be disinfected at the beginning and end of the day.
 - Programs may use public restrooms.
 - Participants will wash hands thoroughly after using the restroom.

After the Program

If a program participant or family member becomes ill within one week of your Thorne program, please contact the Director of your Thorne program (contact information is on page 1 and in program addendum). In the message, please include the participant's first and last name and a detailed list of symptoms and date of the onset of illness.

Face Coverings

BCPHE recommends, but does not require face coverings for participants under 12 years old. Additionally, CDPHE states that participants between the age of 3 and 5 should be supervised if they are wearing a face covering and if the face covering is creating discomfort or resulting in the participant touching their face frequently, staff should reconsider whether a mask is appropriate for that participant.

- Staff and volunteers are required to wear face coverings, with a few exceptions for times when they are eating or drinking.
- Participants must bring a face covering to the program every day. Face coverings must be accessible and within reach at all times during the day to be placed over the mouth and nose when requested by a staff member.
- Staff will encourage face coverings for participants during certain activities, like drop off and pick up or when moving through shared spaces indoors, like hallways.
- Face coverings must be worn by participants and staff during instances where a staff member may need to get closer to a participant, such as support with handwashing or when first aid treatment is required.

Social Distancing

CDPHE guidelines state that care centers should encourage 6-foot distancing and, when possible, implement distancing systems while learning.

- Thorne staff and volunteers will teach participants about the importance of and encourage the practice of distancing.
- Distancing will be encouraged during certain activities like eating lunch, during individual play, and when sitting together.
- There will be times when distancing will not be possible, like when staff are supporting with handwashing or when first aid treatment is required.

- There will be times when 6 foot distancing is not safe, for example, when staff are supporting participants while crossing a creek.
- Thorne will limit participant-staff and participant-participant interaction in common indoor spaces as much as possible.
- Staff will reduce contact between individuals in the group by not facilitating activities that encourage touching of other participants.

Additional Note About Face Coverings and Distancing

While the wearing of face coverings and social distancing will be encouraged, Thorne recognizes the challenge of always doing so when working with children and during outdoor-based programs. Thorne is in close communication with BCPHE and other childcare centers to learn and share best practices for face coverings and social distancing. We will continue to evolve our policies, procedures, and practices to as best as possible ensure the safety of our participants and their families. Due to the challenge of always wearing face coverings and social distancing, Thorne anticipates that there will be times during the program when some or all participants are not wearing face coverings, including times when they are not socially distanced from each other. Please refer to the addendum to this policy for the specific program in which you are enrolled for more detailed information about when face coverings may or may not be worn during the program.

Any parent/caregiver who wants Thorne staff to attempt to ensure that their child wear a face covering most or all of the time or not be allowed in close contact with other participants not wearing a face covering should contact the Director of their program (contact information is on page 1 and in program addendum), and any agreements made between the Director and parent will be confirmed in writing by the Director to the parent by e-mail.

Grouping of Participants

- Thorne will be segmenting participants into specific groups.
- Groups will not intermingle with other groups in order to reduce risk of spreading COVID-19 virus, except in the instance where intermingling of groups is needed in order to as best as possible ensure the safety of participants (i.e. during a weather emergency or in response to the injury of a participant).
- Different groups will not use the bathroom at the same time.

Materials

- Participants will be encouraged to carry and manage their own backpack containing personal items if they are able.
- Participants will be encouraged to manage their own clothing (putting on, taking off and storing layers) and practicing these skills at home is encouraged.

- When possible, Thorne will provide a set of non-shared learning materials for each participant.
- Thorne will limit the amount of time when learning materials are shared between participants.
- When learning materials are shared, participants will wash hands or use sanitizer immediately before and afterwards and materials will be disinfected each day.
- Thorne will limit learning materials to those that are easily cleanable, non-porous, with smooth surfaces or are considered low risk by CDPHE.

Illness policy

- Thorne will exclude staff, volunteers, and participants who have COVID-19 related symptoms from attendance. See the BCPHE Child Care COVID-19 Decision Tree for more information:
<https://assets.bouldercounty.org/wp-content/uploads/2020/06/COVID-19-Child-Care-Decision-Tree.pdf>
- In the event that a staff member or participant has COVID-19 or COVID-19 symptoms, Thorne staff will consult BCPHE for additional guidance on isolation/quarantine procedures and program closures.
- If a participant does not attend a program because of an illness, parents/caregivers must notify the Director of your Thorne program (contact information is on page 1 and in program addendum). In the message, please include the participant's first and last name and a detailed list of symptoms.
- If a participant becomes ill during the program day, they will be isolated from other participants until a parent/caregiver or emergency contact can retrieve them. Staff will have extra face coverings to protect themselves and participants in case a participant starts displaying symptoms of COVID-19.
- Staff will record the illness on the illness surveillance form and will communicate with BCPHE if COVID-19 is suspected or confirmed.
- Depending on the circumstances of the illness, BCPHE and Thorne will determine if a communication and action plan is needed and such plan will be put into action.
- Thorne has a backup, substitute system for staff who have COVID-19 related symptoms and cannot work.
- At this time, BCPHE is advising anyone who presents with COVID-19 symptoms to be tested. If the participant, volunteer, or staff presented with symptoms during a Thorne program and then tests positive for COVID-19, the Thorne program may need to close for 24 hours for deep cleaning, disinfecting, and that participant's group may need to quarantine for up to 14 days.
 - If families are concerned about discomfort during the COVID-19 test, the health department recommends looking for a testing

center that uses Anterior Nares Swabs. These swabs are smaller and may be gentler for children.

- For all illnesses that do not have symptoms associated with COVID-19, families should refer to the Colorado state How Sick is Too Sick guidelines:
<https://www.cde.state.co.us/healthandwellness/illnesspolicyhowsickistoosickenglish>

Snack, lunch, and water

- Thorne encourages parents/caregivers to choose food and drink containers that participants can manage independently, and appreciates that parents/caregivers will have participants practice opening and closing containers prior to bringing them to the program.
- Thorne encourages parents/caregivers to pack food that is ready to eat (peeled, cut, etc.) and include utensils if needed.
- Thorne encourages parents/caregivers to sanitize water bottles, snack containers and lunch boxes at home daily.
- Thorne encourages parents/caregivers to provide extra water to avoid the need to refill water bottles.
- Lunch and snack will occur outdoors when conditions are safe to do so and participants will be spaced apart while eating.

Indoor Spaces

Thorne will operate programs outdoors as much as possible, but there are days and/or times of the day when program participants will be indoors. During times of unsafe weather, which could include storms or extreme heat or cold weather, we will operate indoors. We also may go indoors for bathroom use and handwashing.

When indoors, we will follow these procedures:

- Participants will be encouraged to wear face coverings when travelling through common areas and distancing will be encouraged.
- Facility and Cleaning
 - Thorne will disinfect all high-touch areas and materials at the start and end of the day and, when possible, throughout the day with Oxivir Tb disinfectant. For additional guidance, see the [cleaning guidance](#) available through the COVID-19 Colorado website.

Transportation

Thorne will not transport participants on field trips to other outdoor locations. Any field trips will require parent transportation to and from the field trip site.

Visitors

Thorne will not allow any visitors or members of the general public to intermingle with groups of participants.

Additional Considerations for Families

To ensure the safety and well-being of all participants and their families, Thorne encourages all participants and the members of their direct family to follow state and local orders and recommendations related to COVID-19. If a participant or direct family member has for any reason not been in compliance with local orders or recommendations for the two weeks prior to or during a Thorne program, please contact the Director of your Thorne program (contact information is on page 1 and in program addendum) so that we can assess risks and minimize the potential for spreading COVID-19 to other Thorne participants and their families.

The following additional resources may be useful in helping your family to develop its own plan to stay as safe as possible from catching or spreading COVID-19:

[Boulder County Public Health COVID-19 Resources](#)

[Colorado Safer at Home](#)

[Colorado “How Sick is Too Sick” Guidelines](#)

Additional Considerations for Staff

Staff will be expected to follow all of the policies listed above. In addition to that, staff will also need to adhere to the following policies.

Pre-Program Communication and Training:

- Staff will receive training specific to all items included within the CO State Public Health Order related to COVID-19 and all items included within this policy.
- Staff will receive the most up to date version of the Thorne COVID-19 Health Policy and Procedures and COVID-19 pre-program screening questions two weeks prior to the start of each program session.

During the Program Session:

- Before each program day:
 - Staff will take their temperature at home each day before camp and assess their wellness.
 - Staff should notify other staff and stay home if they are sick, starting to feel sick, or if they have a fever 100.4 or higher.
 - Thorne will refer symptomatic employees to the [CDPHE symptom tracker](#).

- Boulder County Public Health will determine any actions that need to be taken for testing, isolation, or quarantine.
- Throughout the program session:
 - Protective Equipment
 - Staff are required to wear face coverings, with a few exceptions for times when staff are eating or drinking.
 - Illness:
 - If a staff member becomes ill during the program, they will be replaced with a substitute teacher and a supervisor will contact Boulder County Public Health if COVID-19 is suspected.
 - Social Distancing During Non-Work Hours
 - By committing to work for Thorne's programs, staff agree to adhere to the current Boulder County Public Health regulations and recommendations for social distancing and COVID-19 safety during non-working hours.
 - Staff will communicate virtually when possible. If in-person meetings are needed, staff are expected to give at least 6 feet of space to each other during meetings.
 - Mental Health
 - Staff are encouraged to reach out to the Thorne Programs Director if they have any mental health needs related to the stress of the pandemic.
 - See the state's mental health resources for [reducing fear and taking care of yourself](#).
 - Staff are encouraged to contact Thorne's Program Director for information about free therapy sessions through Naropa University.

THORNE'S STANDARD ILLNESS POLICY

If an employee is ill, Thorne asks them to stay home until 24 hours after they are symptom free or fever free. This protects the health of the participants and adults in the program. When an employee shows signs of a severe or communicable illness, they will be asked to go home and a substitute teacher will fill in. In case of a known communicable illness, staff will report to the local health department pursuant to regulations of the State Department of Public Health and Environment and contact all employees and parents/caregivers of participants in care.

If a participant is ill, Thorne asks parents/caregivers to keep them home until 24 hours after participants are symptom free or fever free. This is so that participants can get better and it protects the health of the other participants and adults in the program. When a participant shows signs of a severe or communicable illness, they will be separated from other participants, the parent/caregiver notified, and a doctor or medical facility consulted as needed regarding treatment. In case of a known communicable illness, staff will report to the local health department pursuant to regulations of the State Department of Public Health and Environment and contact all parents/caregivers of participants in care.

If a participant says that they are feeling ill during program hours, they will be given the option to lay down on a nap pad to see if it passes. If after 10-20 minutes they are still feeling ill or if there are clear symptoms of illness, parents will be called to pick up their participant.

[See Colorado "How Sick is too Sick" guidelines for more information.](#)

SUMMER CAMP SPECIFIC POLICIES AND PROCEDURES

Summer Camp Contact Information

Carrie Riesberg, Summer Camp Manager

carrie@thornenature.org

(720)738-9898 (text or call)

Camp Structure

Camps run for two weeks with a week break before the next session.

- Camps are 4-5 participants per group with the same staff. The group remains the same during the 2-week camp and the groups do not intermingle except in the instance of an emergency if intermingling is required to ensure safety of campers.
- When possible, Thorne will group together siblings and/or children who have close contact outside of camp.
- Instructors have a week off teaching in between camp sessions.

Additional Summer Camp Drop-Off and Pick-Up Procedures

Whenever possible, a consistent parent/caregiver should be designated to drop off and pick up the participant for the two week camp session when possible.

Face Coverings and Social Distancing During Typical Activities at Thorne Summer Camp

During a typical day at Thorne Summer Camp, these are some of the main activities, the approximate percentage of the day spent on each activity, and how Thorne anticipates face coverings and social distancing to work:

Nature play and exploration (35-45%):

Unstructured nature play is at the heart of Thorne's programs and includes activities like exploring in creeks, catching critters, and building dams. Thorne's experience in the field is that this is the most challenging time for participants to maintain physical distancing and wear face coverings.

When engaging in nature play, staff will encourage participants to explore in their own areas and offer options and activities that encourage social distancing. In situations where physical distancing cannot be maintained or if participants need to get closer than six feet, they will be encouraged to wear face coverings.

Gathering as a group for structured activities (15-25%):

During structured activities like reading a story, learning how to use a bow-drill, and eating, participants tend to be more focused, have less movement, and can maintain physical distance more easily. During these activities, staff will encourage participants to sit or stand six feet apart when it is possible to do so. The group may need to come closer together during the following instances: if there is not enough space to be six feet apart, if instruction requires close viewing, or if the staff determine that closer proximity is essential to participate in the activity. If physical distancing cannot be maintained, participants will be encouraged to wear face coverings.

Free choice/independent activities (15-25%):

Free choice activities, like art projects, tend to be more focused and allow for physical distancing.

During free choice activities, staff will:

- Encourage social distancing of six feet
- Facilitate activities that limit the use of shared supplies. If supplies must be shared, participants will wash their hands before and after use of supplies.
- Encourage participants to wear face coverings if physical distancing cannot be maintained.

Hiking/walking on trails (5-15%):

Traveling on trails with small groups, often allows for physical distancing.

While hiking/walking on trails, staff will:

- Encourage participants will travel six feet apart when it is safe to do so. Staff will choose spacious and low hazard hiking trails when possible but there will be times that the group will need to travel on more challenging trails to diversify the participants' experience. The group may need to travel closer together if the participants require additional staff support to travel safely through an area. This may include trails that are narrow or have features like loose gravel, close proximity to bodies of water, plants that should be avoided, and high public traffic.
- Encourage participants to wear face coverings if physical distancing cannot be maintained.

- Encourage participants to wear face coverings if the group is passing within six feet of members of the public, participants will be encouraged to wear face coverings.

Playing games (10%):

Camp games are fun, active, encourage team building and learning.

During games, staff will:

- Plan games that allow for at least six feet of physical distancing.
- Reduce contact between participants in the group by not playing games that require touching others.

Additional Information on Indoor Spaces

During times of unsafe weather, Thorne Summer Camp will operate indoors. Often this is just for the duration of an afternoon thunderstorm, after which the group will move back outside. During indoor time, staff will space participants apart and encourage face coverings when participants are not eating.

PRESCHOOL SPECIFIC POLICIES AND PROCEDURES

Preschool Contact Information

Lori Powell, Preschool Director

lori@thornenature.org

(303) 900-5401 (text preferred)

Face Coverings and Social Distancing During Typical Activities at Thorne Nature Preschool

During a typical day at Thorne Nature Preschool, these are some of the main activities, the approximate percentage of the day spent on each activity, and how Thorne anticipates face coverings and social distancing to work:

Nature Play and Exploration (35-45%):

Unstructured nature play is at the heart of Thorne's programs and includes activities like exploring in creeks, catching critters, and building dams. Thorne's experience in the field is that this is the most challenging time for participants to maintain physical distancing and wear face coverings.

When engaging in nature play, staff will encourage participants to explore in their own areas and offer options and activities that encourage social distancing. In situations where physical distancing cannot be maintained or if participants need to get closer than six feet, they will be encouraged to wear face coverings.

Gathering as a group for structured activities (15-25%):

During structured activities like reading a story, learning how to use tools, and eating, participants tend to be more focused, have less movement, and can maintain physical distance more easily. During these activities, staff will encourage participants to sit or stand six feet apart when it is possible to do so. The group may need to come closer together during the following instances: if there is not enough space to be six feet apart, if instruction requires close viewing, or if the staff determine that closer proximity is essential to participate in the activity. If physical distancing cannot be maintained, participants will be encouraged to wear face coverings.

Free choice/independent activities (15-25%):

Similar to structured activities, free choice activities, like art projects, tend to be more focused and have less movement, and allow for physical distancing.

During free choice activities, staff will:

- Encourage social distancing of six feet
- Provide each participant with non-shared items for independent play
- Provide choice of activities that limit the use of shared supplies. If supplies are shared, participants will wash their hands before and after use of supplies.

Hiking/walking on trails (5-15%):

Traveling on trails with small groups, often allows for physical distancing.

While hiking/walking on trails, staff will:

- Encourage participants will travel six feet apart when it is safe to do so. Staff will choose spacious and low hazard hiking trails when possible but there will be times that the group will need to travel on more challenging trails to diversify the participants' experience. The group may need to travel closer together if the participants require additional staff support to travel safely through an area. This may include trails that are narrow or have features like loose gravel, close proximity to bodies of water, plants that should be avoided, and high public traffic.
- Encourage participants to wear face coverings if physical distancing cannot be maintained.
- Encourage participants to wear face coverings if the group is passing within six feet of members of the public, participants will be encouraged to wear face coverings.

Restroom use/transitions (5%):

Please see Thorne's General Health Policies and Procedures for more details.

Additional Information on Indoor Spaces

During times of unsafe weather, Thorne Nature Preschool will operate indoors. During the winter months, we often eat lunch indoors to allow participants to eat comfortably with their hands exposed. We also go indoors for bathroom use and handwashing. During indoor time, staff will space participants apart and encourage face coverings when participants are not eating.

Transportation to Mt View Full Day Care

Thorne will transport participants enrolled at Mt View for full day care by bus. Participants being transported in Thorne's bus will have assigned seats and will be spaced one participant per seat and face coverings will be worn while on the bus.

If you have any questions, please contact us at info@thornenature.org or (303) 499-3647.