The Santa Barbara Botanic Garden (the Garden) is committed to the health and safety of our community, and will follow these guidelines to ensure that protocol is followed. This is a living document and may change based on new CDC, state, and county guidelines.

Cohort Composition

- The Garden will host up to 2 cohorts of children, ages 7-9 and 10-12. Cohorts will be kept to small groups, with no more than 12 children per cohort. Each cohort will be supervised by 2 staff counselors.
- Cohorts will be in isolation of one another as much as possible. Cohorts will not comingle with one another and counselors. As much as possible, cohorts will have their own designated spaces for activities in areas that are closed to the general public.
- The Garden will hire one Head Counselor who oversees overall group management and is responsible for cleaning and sanitizing materials after each use.
- At the beginning of camp, kids will receive a camp pack which will have their own supplies.

Health Screening

- Before kids can enter the Garden, children must undergo a health screening. When they check in on the first day of camp, guardians must sign that their child hasn’t experienced any of the following in the last 14 days:
  - Had a fever over 100.4 F (CDC)
  - Had a persistent cough, sore throat, or runny nose
  - Reported or experienced any pains, muscle aches, or unusual fatigue
  - Reported or experienced a loss of taste or smell
  - Come into contact with someone who was diagnosed with COVID-19
  - Had someone in their household experienced any of the above symptoms?

  This is done each day and if a child has experienced any of the following they cannot attend camp until the appropriate amount of time has been passed.

- Staff will also screen the children before entering by:
  - Taking their temperature with a temporal thermometer
  - Asking them how they are feeling and if they are exhibiting symptoms

- Staff working with children will undergo the same processes each day.
- After each use, screening equipment will be disposed of or disinfected.
Drop Off and Pick Up

- Each cohort will get its own zone for drop off and pick up. The zones will be set up near the historic entrance of the Garden, to avoid overcrowding the entrance. As much as possible, we will assign staggered arrival/departure times for parents.
- **Drop off:** Guardians will sign their children in and go through the daily screening (see Health Screening).
- **Pick Up:** To minimize exposure, the Garden will utilize a Camper ID Code Card system instead of checking identification. Guardians are responsible for placing anyone who may pick up their child on their Authorized Pick Up List. Guardians can then distribute their child’s Camper ID Code to those people who can then pick up the child when presented to staff. If someone forgets their card, the person must present a valid photo identification card and be on the Authorized Pick Up List in order to pick up that child.
- For signing in and out, guardians will use single-use pens that will be sanitized at the end of the day. Staff will utilize masks and face shields during the drop off/pick up processes which will also be cleaned after each use. While waiting in line, floor mats will be placed to indicate a 6-foot distance between groups. Guardians will also be asked to wear a mask while they are checking children in/out. Once checked in, children will be asked to wash their hands before being escorted to their cohort’s zone. The same goes for when they are picked up.

Nonpharmaceutical Interventions (NPI’s) During Camp

- **Physical Distancing:** Each child will adhere to a 6-foot distance from one another. Educators will employ methods to reinforce this behavior and make it a fun part of camp culture, including integrating physical distance and measurement into the program to help provide a reference for children.
- **Masks:** Children and staff will be required to wear CDC-approved masks whether they are indoors or outdoors, with the exception of lunch and designated mask breaks that incorporate ample physical distancing. Education staff will have spare disposable masks in case a child does not remember to bring their mask.
- **Indoor Spaces:** The Garden is currently working on expanding our internet connection to more of our outdoor spaces, including the canyon. In order to maintain wireless connectivity, virtual classes will need to be set up inside, or at least partially inside, for the time being. The Garden will ensure that proper ventilation is set up by opening all available windows and running fans. Children will receive their own learning space, which will remain there’s for the entire camp session and cleaned on a daily basis. One indoor space that will be utilized is the Garden’s art gallery, which has a partitioned wall that opens up to the outside, allowing for ample air ventilation. The second space is the Garden’s Blaksley Library, which has doors and windows located on opposite sides of the room, creating better conditions for air circulation. Both spaces have more than adequate space to allow for physical distancing.
- **Handwashing:** Counselors and children will wash and/or sanitize their hands after each activity, before and after lunch, after they’ve been dropped off and before they’re picked up. Counselors will have hand sanitizer on them at all times and the Garden will also set up portable handwashing stations at key locations.
- **Materials:** At the beginning of camp, children will receive their own backpack which contains their own personal supplies for camp activities. Their backpack is for them to keep and materials will be replaced or sanitized at the end of the camp session. Children will be asked to bring their own devices for their virtual class sessions. If a child forgot to bring their device, they may borrow one of Education’s iPads and it will
be cleaned at the end of their use. Any shared materials between groups will be disinfected after each use.

- Children who do not comply with the Garden’s NPI’s will receive up to two warnings before they are sent home. Depending on the severity of the violation, they may be removed from the camp and future sessions. Children awaiting parents will wait at the Arbor Terrace with supervision from Education staff.

**Orientation**

- Families will receive an orientation packet ahead of time that will contain documents that spell out the Garden’s NPI policies and outline expectations for children.
- Each group will undergo an extensive orientation on the first day that will highlight their expectations for adhering to physical distancing and mask protocols. Staff will employ creative ways to teach children about physical distancing, such as using biometrics or tools as references, and will consistently reinforce our policies throughout camp.
- Staff will demonstrate effective handwashing and emphasize to avoid touching their face, eyes, mouth, and nose as much as possible.

**Lunch and Water**

- Children will be asked to provide their own lunch and bring their own water bottle. Cohort’s lunches will be stored in designated mini-fridges and will not mix with one another. Children will be asked to carry their own snacks and water.
- Portable water dispensers will be placed in key locations, so children will always have access to water, without having to access a drinking fountain.
- Spare water bottles and snacks will be kept in the Education office if needed.
### Protocols on the Onset of Symptoms, Potential Exposure, or Testing Positive for COVID-19

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Action</th>
<th>Clearance</th>
<th>Communication</th>
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</thead>
<tbody>
<tr>
<td>A staff member or child is exhibiting symptoms of COVID-19.</td>
<td>If the symptoms appear before the person arrives at the Garden, they cannot return to the Garden until they are cleared. If symptoms arise at the Garden, they are immediately sent home.</td>
<td>Must EITHER: Have undergone a 10-day waiting period since symptoms arose, symptoms are improving, and over 24 hours of no fever without the use of medication Present a doctor’s note that their symptoms were cause by something other than COVID-19 and their symptoms have been gone for over 24 hours</td>
<td>An email communication goes out to all families and they are also informed upon drop off. A follow up communication will be sent out after the person’s status is known.</td>
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<tr>
<td>A staff member or child has been exposed to someone who tested positive for COVID-19</td>
<td>Exposed person cannot return to the Garden until they are cleared.</td>
<td>Must: Quarantine for 14 days since exposure and exhibit no symptoms. If symptoms arise (see Exhibiting Symptoms).</td>
<td>Phone and email communications are immediately sent out to all families. Guardians may pull their child out of camp for a prorated refund.</td>
</tr>
<tr>
<td>A staff member or child tests positive for COVID-19</td>
<td>That session’s camps are immediately closed. All children and camp staff cannot return to the Garden until cleared (see Exposed). Additional camp sessions will not resume until staff are cleared.</td>
<td>Must: Have undergone a 10-day waiting period since symptoms arose (or if asymptomatic), symptoms are improving and over 24 hours of no fever without the use of medication</td>
<td>Phone and email communications are immediately sent out to all families. Guardians receive a prorated refund.</td>
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</tbody>
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At all stages, it is recommended the person in question receives a viral test. Staff will be required to do so.