

COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR DAY CAMPS

This checklist is adapted from the State's issued guidelines for this sector and is supplemental to the [Guidance for Day Camps](#). The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- A process to communicate plan and guidelines with parents and caregivers.
- Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.

TOPICS FOR EMPLOYEE TRAINING AND FAMILY COMMUNICATION

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Enhanced sanitation practices.
- Physical distancing guidelines.
- Proper use and washing of face coverings.
- Screening practices.
- Covid-19 specific exclusion criteria.
- Designate a staff person (e.g., camp nurse or healthcare provider) to respond to COVID-19 concerns.
- Ensure external community organizations that use the facilities follow the plan and guidelines.

CLEANING AND DISINFECTING PROTOCOLS

- Regularly introduce fresh air as much as possible, especially when cleaning.
- Implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.
- Implement procedures to clean and disinfect frequently touched surfaces at camp and on all transportation vehicles, such as buses or vans.
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.

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- Limit sharing of objects and equipment, such as toys, games and art supplies, to the extent practicable or clean and disinfect between uses.
- Ensure that all water systems and features (drinking fountains, etc.) are safe to use after a prolonged facility shutdown.
- Provide physical guides, such as tape on floors and sidewalks and signs on walls, to remain 6 feet apart in lines.
- Follow CDC's considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19.
- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions.

HYGIENE PROTOCOLS

- Implement and enforce strict handwashing guidelines for all staff and campers.
- Ensure adequate supplies, including soap, tissues, no-touch trashcans and hand sanitizers.
- Provide and ensure staff use face coverings and all required protective equipment.
- Teach and reinforce use of cloth face coverings.

HEALTH SCREENING PROTOCOLS

- Implement screening procedures for all staff and campers before they enter the facility.
- Document/track incidents of possible exposure and notify health officials, staff and families immediately of any possible case while maintaining confidentiality.
- A process to conduct visual wellness checks and take temperature each morning with preferably a no-touch thermometer.
- A process to monitor staff and campers throughout day for signs of illness, isolate from general room population and notify parents if symptomatic.
- Exclude any child, parent, caregiver, or staff showing symptoms of COVID-19.
- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate.
- A process to follow if someone becomes ill, such as closing off areas used by sick person and clean and disinfect area after 24 hours.
- Advise sick staff members and children not to return until they met CDC criteria to discontinue home isolation.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- A plan to implement partial or total closure if staff or camper tests positive for COVID-19.

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ARRIVAL AND DEPARTURE PROCEDURES

- A process to limit the number of persons in the camp to the number appropriate for maintaining physical distancing.
- A process to minimize contact between camp staff, campers and families at the beginning and end of day.
- A process to stagger arrival and drop off-times and locations.
- Designate routes for entry and exit, using as many entrances as feasible.

RECREATIONAL SPACE AND PHYSICAL DISTANCING GUIDELINES

- A process where campers remain in the same space and in groups as small and consistent as practicable.
- Maximize space between seating, desks and bedding.
- Arrange activities for smaller groups and rearrange furniture and play spaces to maintain 6 feet separation, when possible.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Limit gatherings, events and activities to those that can maintain physical distancing.
- Use alternative spaces and maximize use of outside space.
- Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas.
- Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.); limit to one group at a time and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games.

MEALTIME PROTOCOLS

- A process for proper hand washing before and after meal.
- Use paper goods and disposable plastic utensils when possible.
- Do not allow children or staff to share or touch each other's food.
- A process for immediately cleaning and disinfecting trays and tables after meals.
- Encourage campers to bring their own meals, and practice physical distancing when eating or within their smaller group, instead of communal dining hall or cafeteria.
- Ensure meals are provided in individual portions and are delivered by staff wearing gloves.
- Implement outdoor meals when possible.