

Industry Specific COVID-19 Prevention Plan Template
 You may use this template or develop for your specific worksite.
 This template conforms to CDPH Industry Checklist

Industry Sector: Day Camps **Business Name:**

COVID-19 General Checklist Items for Employers	Procedure (write a short statement on how you will address the checklist item)	Frequency When applicable	Resources Needed As applicable
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1. Worksite Plan

1	Establish a written, worksite-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each location to implement the plan.			
2	The person(s) responsible for implementing the plan.			
3	A risk assessment and the measures that will be taken to prevent spread of the virus.			
4	Training and communication with employees and employee representatives on the plan.			
5	A process to check for compliance and to document and correct deficiencies.			
6	A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.			
7	A process to communicate plan and guidelines with parents and caregivers			
8	Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees			

2. Employee Training

1	Information on COVID-19, preventing spread, and who is especially vulnerable.			
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2	Self-screening at home, including temperature and/or symptom checks using CDC guidelines.			
3	Enhanced sanitation practices			
4	Physical distancing guidelines			
5	Proper use and washing of face coverings			
6	Screening practices			
7	Covid-19 specific exclusion criteria			
8	Designate a staff person (e.g., camp nurse or healthcare provider) to respond to COVID-19 concerns			
9	Ensure external community organizations that use the facilities follow the plan and guidelines			
3. Cleaning and Disinfecting Protocols				
1	Regularly introduce fresh air as much as possible, especially when cleaning			
2	Implement procedures to frequently clean and disinfect all high-touch surfaces, such as sink knobs, toilet handles, tables, door handles, etc.			
3	Implement procedures to clean and disinfect frequently touched surfaces at camp and on all transportation vehicles, such as buses or vans			
4	Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces			
5	Limit sharing of objects and equipment, such as toys, games and art supplies, to the extent practicable or clean and disinfect between uses			
6	Ensure that all water systems and features (drinking fountains, etc.) are safe to use after a prolonged facility shutdown			
7	Provide physical guides, such as tape on floors and sidewalks and signs on walls, to remain 6 feet apart in lines			

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8	Follow CDC's considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19			
9	Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and follow product instructions			
4. Hygiene Protocols				
1	Implement and enforce strict handwashing guidelines for all staff and children			
2	Ensure adequate supplies, including soap, tissues, no-touch trashcans and hand sanitizers			
3	Provide and ensure staff use face coverings and all required protective equipment			
4	Teach and reinforce use of cloth face coverings			
5. Health Screening Protocols				
1	Implement screening procedures for all staff and campers before they enter the facility			
2	Document/track incidents of possible exposure and notify health officials, staff and families immediately of any possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA)			
3	A process to conduct visual wellness checks and take temperature each morning with preferably a no-touch thermometer			
4	A process to monitor staff and campers throughout day for signs of illness, isolate from general room population and notify parents if symptomatic			
5	Exclude any child, parent, caregiver, or staff showing symptoms of COVID-19			

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6	Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19			
7	Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate			
8	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			
9	Advise sick staff members and children not to return until they met CDC criteria to discontinue home isolation			
10	Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality			
11	A plan to implement partial or total closure if staff or camper tests positive for COVID-19			
6. Arrival and Departure Procedures				
1	A process to limit the number of persons in the camp to the number appropriate for maintaining physical distancing			
2	A process to minimize contact between camp staff, campers and families at the beginning and end of day			
3	A process to stagger arrival and drop off-times and locations			
4	Designate routes for entry and exit, using as many entrances as feasible			
7. Recreational Space and Physical Distancing Guidelines				

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1	A process where campers remain in the same space and in groups as small and consistent as practicable			
2	Maximize space between seating, desks and bedding			
3	Arrange activities for smaller groups and rearrange furniture and play spaces to maintain 6 feet separation, when possible			
4	Restrict nonessential visitors, volunteers, and activities involving other groups at the same time			
5	Limit gatherings, events and activities to those that can maintain physical distancing			
6	Use alternative spaces and maximize use of outside space			
7	Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas			
8	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			
9	Avoid sharing electronic devices, clothing, toys, books and other games			
9. Mealtime Protocols				
1	A process for proper hand washing before and after meal			
2	Use paper goods and disposable plastic utensils when possible			

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3	Do not allow children or staff to share or touch each other's food			
4	A process for immediately cleaning and disinfecting trays and tables after meals			
5	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			
6	Ensure meals are provided in individual portions and are delivered by staff wearing gloves			
7	Implement outdoor meals when possible			

10. Other Actions Taken

1				
2				
3				

This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Santa Barbara and shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis. I agree to keep this plan on-site in my workplace.

Signature: _____

Date: _____

Now that you have completed your plan:

Please:

- Implement your site-specific COVID-19 protection plan.

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- Keep plan on-site and readily available.
- Complete your industry specific checklist – print it out - fill it in.
- Complete the attestation and print.
- Post the industry specific checklist and the attestation at the entrance to your business to show your customers and employees you have worked to reduce the spread of COVID-19 and you are safely open for business.

Upon completing your attestation, an official from your local jurisdiction (city or county) may conduct a site visit. Business should consult their jurisdiction to determine additional code requirements for their specific industry if they are making significant modifications to their facilities.