Suggestions for Youth Programs and Camps: General Readiness Assessment

Use the following tool when making initial preparations to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
Point Person(s): Camp Director	Point Person(s): Camp Director	Point Person(s): Camp Director
 Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel. Designate a staff person responsible for responding to COVID-19 concerns. Make sure other staff, parents, and campers know how to contact this person. Develop policies that encourage sick staff members to stay at home without fear of job loss or other consequences and protect their privacy, particularly for those with <u>underlying medical conditions</u> and at 	Obtain supplies including: soap hand sanitizer (at least 60% alcohol) paper towels tissues cleaning and disinfection supplies. cloth face coverings (as feasible) no-touch/foot pedal trash cans no-touch soap/hand sanitizer dispensers disposable food service items other:	 Educate staff, campers, and their families about when they should stay home if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case, and when they can return to camp. Educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences. Make plans for teaching the importance of handwashing with soap and water for at least 20
 higher risk for severe illness. Offer options for staff and campers at higher risk for severe illness (e.g., telework or virtual learning opportunities). Offer flexible sick leave policies and practices. Offer options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered 	 Develop a schedule for increased routine cleaning and disinfection in collaboration with maintenance staff, including areas such as the following: buses or other transport vehicles frequently touched surfaces (e.g., desks, door handles, railings) communal spaces (e.g., restrooms) shared objects (e.g., gym equipment, art supplies, games) 	 seconds. Make plans for teaching the importance of <u>social</u> distancing and staying with small groups, if applicable. Identify who should wear <u>cloth face coverings</u>, and communicate the importance of wearing them. Cloth face coverings should not be placed on:
shifts). Develop a plan to monitor absenteeism of campers and staff, cross-train staff, and create a roster of trained back-up staff.	 other:	 Children younger than 2 years old Anyone who has trouble breathing or is unconscious Anyone who is incapacitated or otherwise
Develop a plan to conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and campers, as possible, and in accordance with any applicable privacy laws and regulations.	 Develop protocol to ensure <u>safe and correct use</u> and storage of <u>cleaners and disinfectants</u>; including storing products away from children. Ensure ventilation systems operate properly. If using fans, make sure they do not blow from 	unable to remove the cover without help. Provide information on proper use, removal, and washing of cloth face coverings.
Develop a plan for campers to stay in small groups with dedicated staff and remain with the same group throughout the day, every day.	 one person onto another. Ensure all <u>water systems</u> and features are safe to use after a prolonged facility shutdown. Follow <u>CDC's considerations for Pools</u>, <u>Hot Tubs</u>, <u>and Water Playgrounds During COVID-19</u>. 	 Train staff on all safety protocols. Conduct training virtually or maintain <u>social</u> <u>distancing</u> during training.
 Develop a plan for campers to bring their own meals or for serving individually plated meals, if possible. Consider staggering mealtimes or having campers eat in separate areas or with their small group instead of in a communal space. 	 Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Provide physical guides, such as tape on floors and signs on walls, to promote social distancing. 	Other:
Develop protocols to limit contact between small groups and with other campers' guardians (e.g., staggered arrival and drop-off times or locations).	 Space seating at least 6 feet apart. Develop protocol to increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so). 	
 Develop a plan for if someone gets sick or shows symptoms of COVID-19. Other: 	 Develop protocol to monitor and ensure adequate supplies to minimize sharing of materials, or limit use to one group of campers at a time, and clean and disinfect between use. Encourage organizations that share the camp facilities to follow these considerations. 	
	Other:	

Suggestions for Youth Programs and Camps: General Readiness Assessment

Use the following tool when making initial preparations to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging	Gatherings, Visitors, and Events	Action Planning Notes and Next Steps
Point Person(s): Camp Director	Point Person(s): CampDirector	Point Person(s): Camp Director
Post <u>signs</u> in highly visible locations that <u>promote</u> <u>everyday protective measures</u> and describe how to <u>stop the spread</u> of germs:	Review local/state regulatory agency policies related to group gatherings to determine if events can be held.	Use this space to note any required resources and next steps, or potential barriers and opportunities: Visitors will not be permitted inside the camp grounds. All those who are not registered for Twilight Camp may not leave the parking lot.
 entrances dining areas restrooms 	Limit group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained.	
 other Develop plans to include messages (e.g., <u>videos</u>) about behaviors that prevent spread of COVID-19 when communicating with staff and families on: 	Limit nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible - especially with individuals who are not from the local geographic area (e.g., community, town, city, county).	
 websites email <u>social media accounts</u> other 	Avoid activities and events such as field trips and special performances where it may be difficult to maintain social distancing.	
Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to	If offering sporting activities, follow <u>considerations</u> to minimize transmission of COVID-19 to players, families, coaches, and communities.	
66746. Notify all camp staff and families on who to contact for questions and concerns related to COVID-19.	Prioritize outdoor activities where social distancing can be maintained as much as possible.	
Other:	If food is offered at any event, make plans to ensure pre-packaged boxes or bags for each attendee and use of disposable food service items. Provide hand sanitizer or wipes if handwashing is not available.	
	Other: Visitors will not be permitted at camp.	

Suggestions for Youth Programs and Camps: Daily/Weekly Readiness Assessment

Use the following tool to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures	Facilities and Supplies	Education and Training
Point Person(s): Camp Director/Health Officer	Point Person(s): Camp Director	Point Person(s): Camp Director/Health Officer
Maintain regular contact with local health authorities to and review relevant local/state regulatory agency policies and orders for updates.	 Monitor and restock supplies including: soap hand sanitizer (at least 60 % alcohol) 	Educate staff, campers, and their families about when they should <u>stay home</u> if they become sick with COVID-19 <u>symptoms</u> , test
Ensure a staff person (e.g., camp nurse or healthcare provider) is responsible for responding to COVID-19 concerns is assigned.	 paper towels tissues cleaning and disinfection supplies 	positive for COVID-19, or have been <u>exposed</u> to someone with symptoms or a confirmed or suspected case, and when they can <u>return</u> to camp.
Monitor absenteeism of campers and staff.	cloth face coverings (as feasible)	Educate staff on flexible work and leave
Ensure roster of trained back-up staff is updated.	no-touch/foot pedal trash cans	policies that encourage sick staff members to
Conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and campers, as	 no-touch soap/hand sanitizer dispensers disposable food service items 	└ stay at home without fear of job loss or other consequences.
possible, and in accordance with any applicable privacy laws and regulations.	☐ other:	Reinforce and monitor <u>handwashing</u> with soap and water for at least 20 seconds.
Ensure options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) are available and used when needed.	 disinfection of: buses or other transport vehicles frequently touched surfaces 	Encourage covering coughs and sneezes with a tissue, and then washing hands with soap and water for at least 20 seconds.
Ensure campers are kept together in small groups with dedicated staff and remain with the same group throughout the day, every day.	communal spaces shared objects	Encourage <u>social distancing</u> and staying with small groups, if applicable.
Adhere to and review protocols to limit contact between	other:	Reinforce the use of <u>cloth face coverings</u> . Cloth face coverings should not be placed on:
└── small groups and with other campers' guardians.	Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash.	• Children younger than 2 years old
Ensure small groups maintain a physical distance of at least 6 feet to avoid mixing between groups, if possible.	Monitor <u>safe and correct use</u> and storage of <u>cleaners and disinfectants</u> , including storing products securely away from children.	 Anyone who has trouble breathing or is unconscious
$\square \begin{array}{c} \text{Ensure campers eat in separate areas or with their small} \\ \text{group.} \end{array}$	Ensure that there is adequate ventilation when cleaners and disinfectant are used to prevent children or staff from inhaling toxic fumes.	• Anyone who is incapacitated or otherwise unable to remove the cover without help.
Ensure each camper's belongings are separated from others' and in individually labeled containers, cubbies, or	Ensure ventilation systems operate properly.	Provide information on <u>proper use, removal,</u>
designated areas.	Ensure seating is spaced at least 6 feet apart.	and washing of cloth face coverings.
Ensure limited sharing of electronic devices, toys, books,	In transport vehicles, ensure one child per row, skipping rows when	Train staff on all safety protocols.
and other games or learning aids, and clean and disinfect after each use.	Dessible.	 Conduct training virtually or maintain social distancing during training.
During naptime, assign mats to individual children,	\Box For communal spaces, ensure staggered use, and cleaning and disinfecting frequently touched surfaces and shared objects between users.	Other:
sanitize mats before and after use, and space them out as much as possible.	Increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so).	
Position campers head-to-toe to ensure distance between their faces.	Ensure adequate supplies to minimize sharing of high-touch materials, and monitor cleaning and disinfecting between use.	
Other:	Other:	

Suggestions for Youth Programs and Camps: Daily/Weekly Readiness Assessment

Use the following tool to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Communication and Messaging	Gatherings, Visitors, and Events	Action Planning Notes and Next Steps
Point Person(s): Camp Director	Point Person(s): Camp Director	Point Person(s): Camp Director
Continue to post or update <u>signs</u> in highly visible locations that <u>promote everyday protective</u> <u>measures</u> and describe how to <u>stop the spread</u> of	Continue to encourage social distancing of at least 6 feet between people at group events, gatherings, or meetings, including outdoor activities.	Use this space to note any required resources and next steps, or potential barriers and opportunities:
germs: entrances dining areas restrooms other	Continue to restrict nonessential visitors, volunteers, and activities involving external groups or organizations - especially with individuals who are not from the local geographic area (e.g., community, town, city, county).	
Continue to provide or update messages (e.g., <u>videos</u>) about behaviors that prevent spread of	Continue to avoid activities and events such as field trips and special performances.	
COVID-19 when communicating with staff and families on:	Continue to follow <u>considerations</u> for campers and staff participating in sporting activities.	
 websites email <u>social media accounts</u> 	Continue to offer pre-packaged boxed or bagged meals for each attendee and use disposable food service items.	
 other Ensure all camp staff and families know which staff person is responsible for responding to COVID-19 concerns and how to contact them. 	Other:	
Encourage staff and campers to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.		
Promote healthy eating, exercising, getting sleep, and finding time to unwind.		
 Encourage staff members and campers to talk with people they trust about their concerns and how they are feeling. Other: 		
⊔ Utner:		

Suggestions for Youth Programs and Camps: **Preparing for if Someone Gets Sick**

Use the following tool when making initial preparations for if someone gets sick with COVID-19.

Before someone gets sick	When someone gets sick	After someone gets sick
Point Person(s): Health Officer Make sure staff and families know they should notify camp officials if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with symptoms or a confirmed or suspected case. Develop systems to: Have individuals self-report to the administrators if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days. Notify individuals of closures and restrictions put in place to limit COVID-19 exposure. Develop policies for returning to camp after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine can inform these policies. Identify an isolation room or area to separate	When someone gets sick Point Person(s): Camp Director/Health Officer Immediately separate individuals with COVID-19 symptoms. Care for sick individuals following CDC guidance for caring for yourself or others who are sick. If necessary, transport sick individual(s) to a healthcare facility, depending on how severe their symptoms are. If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). Other:	After someone gets sick Point Person(s): Director of Camping In accordance with state and local laws and regulations, notify local health officials, staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). Notify individuals of closures and restrictions put in place due to COVID-19 exposure. Advise those who have had close contact with a person diagnosed with COVID-19 to stay home, selfmonitor for symptoms, and follow CDC guidance if symptoms develop. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure safe and correct use and storage of cleaning and disinfection products, including storing them securely away from children. Other:
Develop policies for returning to camp after COVID-19 illness. CDC's <u>criteria to discontinue</u> <u>home isolation and quarantine</u> can inform these policies.	,	of cleaning and disinfection products, including storing them securely away from children.
If a person becomes sick and needs to be transported, establish procedures to ensure safe transporting. Develop a plan to support staff, students, and families experiencing trauma or challenges related to COVID-19.		
☐ Other:		

Notes and Next Steps:

Suggestions for Youth Programs and Camps: Special Considerations and Resources

Use the following resources to address any additional considerations specific to your program or community context.

Considerations for Sleepaway Camp	Other Considerations	Other Resources
Point Person(s): Camp Director	Point Person(s): Camp Director	Point Person(s): Camp Director
Communicate to families if you are accepting campers	Use this space to note any other considerations unique to your program or community context:	Latest COVID-19 Information
☐ from various geographic regions (e.g., communities, cities, towns, countries).		Cleaning and Disinfection
Position mats or beds so that campers and staff sleep		Guidance for Businesses and Employers
head-to-toe at least 6 feet apart.		Guidance for Schools and Childcare Centers
Review and adhere to <u>CDC's Guidance for Shared or</u>		Guidance for Park Administrators
<u>Congregate Housing</u> .		Shared and Congregate Housing
Install physical barriers, such as plastic flexible screens, between bathroom sinks and between beds.		<u>COVID-19 Prevention</u>
Monitor and enforce <u>social distancing</u> and <u>healthy</u>		Handwashing Information
hygiene at all times.		Face Coverings
Place signs to remind campers to wash their hands		<u>Social Distancing</u>
and practice healthy hygiene in bathrooms.		COVID-19 Frequently Asked Questions
Regularly <u>clean and disinfect</u> bathrooms using <u>EPA-</u> registered disinfectants.		Persons at Higher Risk
Encourage staff and campers to avoid placing		People with Disabilities
toothbrushes or toiletries directly on counter		Coping with Stress
surfaces.		HIPAA and COVID-19
Identify an isolation room or area to separate anyone who exhibits COVID-like <u>symptoms</u> .		<u>CDC communication resources</u> <u>Community Mitigation</u>
Ensure staff and campers with <u>symptoms</u> (fever, cough, or difficulty breathing) at camp are immediately separated and referred to their healthcare provider.		
Ensure staff and campers who have had <u>close contact</u> with a person who has <u>symptoms</u> are separated, and follow <u>CDC guidance for community-related exposure</u> .		
If a person becomes sick and needs to be transported, establish procedures to ensure safe transporting.		
Take steps to ensure any external community organizations that share the camp facilities follow these considerations.		
□ Other:		