

Cal/OSHA COVID-19 General Checklist for Day Camps

July 17, 2020

This checklist is intended to help day camps implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Day Camps](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



General Measures

- Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community.
- Ensure external community organizations that use the facilities also follow this guidance.
- Develop a plan for the possibility of repeated closures when persons associated with the facility or in the community become ill with COVID-19.
- Establish and implement a workplace-specific COVID-19 prevention plan to protect employees that includes:
 - The person(s) responsible for implementing the plan.
 - A risk assessment and the measures that will be taken to prevent spread of the virus.
 - Use of face coverings, in accordance with the [CDPH guidance](#).
 - Training and communication with workers and worker representatives 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 close workplace contacts and infected workers.
 - Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



Promote Healthy Hygiene Practices

- Educate staff, campers and their families about when they should stay home and when they can return to camp. Actively encourage staff and campers who are sick or have recently had a close contact with a person with COVID-19 to stay home.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans and hand sanitizers.

- Provide and ensure staff use face coverings and all required protective equipment.
- Teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among campers and staff.
- Consider portable handwashing stations throughout a site to minimize movement and congregations in bathrooms to the extent practicable.
- Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.
- Teach and reinforce use of [face coverings](#).
- Face coverings must be used in accordance with [CDPH guidelines](#) unless a person is exempt as explained in the guidelines, Cal/OSHA standards require respiratory protection, or in limited circumstances when a face shield along with physical distancing is allowed.
- When a face covering is temporarily removed for meals, snacks, naptime, or outdoor recreation, place it in a clean paper bag marked with the student's name and date until it needs to be put on again.
- Frequently remind staff and campers not to touch the face covering and to [wash their hands](#) frequently.
- Provide information to all camp staff and campers on [proper use, removal and washing of face coverings](#).



Intensify Cleaning, Disinfection, and Ventilation

- Consider suspending or modifying use of site resources necessitating sharing or touching items, such as using personal reusable water bottles instead of shared drinking fountains.
- Staff should [clean and disinfect](#) frequently touched surfaces at camp and on all transportation vehicles, such as buses or vans, at least daily, and, as practicable, frequently throughout the day by trained custodial staff.
- Limit use of shared playground equipment.
- Limit sharing of objects and equipment such as toys, games, and art supplies. If sharing is allowed, clean and disinfect between uses.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH [asthma-safer cleaning methods](#), and as required by the Healthy Schools Act, as applicable. Avoid use of products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.
- Provide proper PPE to custodial staff and other employees who clean and disinfect.
- Ensure safe and correct application of disinfectant and keep products away from campers.
- Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible. Do thorough cleaning when children are not present. When cleaning, air out the space before children arrive. If using air

conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.

- If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Consider upgrades to improve air filtration and ventilation.
- Ensure all water systems are safe to use to minimize risk of [Legionnaires' disease](#).
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure camp staff and campers remain at least 6 feet apart at all times.
- Follow CDC's considerations for [Pools, Hot Tubs, and Water Playgrounds During COVID-19](#).



Implementing Distancing

ARRIVAL AND DEPARTURE

- Limit the number of persons in the camp to the number appropriate for maintaining physical distancing.
- If transport vehicles (e.g., buses) are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face coverings, and physical distancing).
- Minimize contact between camp staff, campers and families at the beginning and end of the day.
- Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
- Designate routes for entry and exit, using as many entrances as feasible.
- Put in place other protocols to limit direct contact with others as much as practicable.
- Open windows and maximize space between campers and the driver on transport vehicles where possible.
- Consider using privacy boards or clear screens.
- Equip transport vehicles with extra unused face coverings for students who may have failed to bring one.

RECREATIONAL SPACE

- Campers should remain in the same space and in groups as small and consistent as practicable. Keep the same campers and staff with each group and include campers from the same family in the same group, to the greatest extent practicable.
- Maximize space (minimum 6-foot separation) between seating, desks, and bedding, arrange seating to minimize face-to-face contact, and use physical partitions where needed.
- Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- Develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for children to understand and are developmentally appropriate.

- ❑ Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- ❑ Restrict communal activities where practicable. If this is not practicable, stagger use, properly space occupants, keep groups as small and consistent and disinfect in between uses.
- ❑ Limit gatherings, events and extracurricular activities to those that can maintain physical distancing and support proper hand hygiene.
- ❑ Use alternative spaces as needed, including regular use of outdoor space, weather permitting.
- ❑ Minimize congregate movement as much as practicable.

MEALS

- ❑ Have campers bring their own meals as feasible, and practice physical distancing when eating or within their smaller group, instead of in a communal dining hall or cafeteria. Ensure the [safety of children with food allergies](#).
- ❑ Use disposable food service items (e.g., utensils and plates). If disposable items are not feasible, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Wash hands after removing gloves or after directly handling used food service items.
- ❑ If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils and ensure the safety of children with food allergies.
- ❑ Stagger employee breaks and lunch times, provide additional break space, and create other ways for staff to physically distance. Adjust any staff meetings and interviews to ensure physical distancing or hold them over the phone, via webinar, or outdoors.



Limit Sharing

- ❑ Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas. Ensure belongings are taken home each day to be cleaned and disinfected.
- ❑ Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- ❑ Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. If sharing occurs, clean and disinfect between uses.



Train All Staff and Families

- ❑ Train all camp staff and families in enhanced sanitation practices, physical distancing guidelines and their importance, [proper use, removal, and washing of cloth face coverings](#), screening practices, and COVID-19 specific [exclusion criteria](#).
- ❑ Consider conducting the training virtually, or, if in-person, ensure distancing is maintained.

- Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. Teach all camp staff and families who this person is and how to contact them.



Check for Signs and Symptoms

- Train staff, and educate campers and their families about when they should stay home and when they can return to camp. Actively encourage staff and campers who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home.
- Symptom screenings and/or temperature checks for all staff and campers before they enter the facility.
- Conduct visual wellness checks of all children upon arrival.
- Take temperatures with a no-touch thermometer. If a thermometer requiring a touch method is the only type available, only use it when a fever is strongly suspected. Properly clean and disinfect thermometers after each use, and use protective sleeves.
- Ask all individuals about [COVID-19 symptoms](#) within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- Make available and encourage use of handwashing stations or hand sanitizer.
- Document/track incidents of possible exposure and notify local health officials, staff and families immediately of any positive case of COVID-19 while maintaining confidentiality.
- Exclude any child, parent, caregiver or staff showing symptoms of COVID-19. Staff should discuss with parent/caregiver and refer to the child's health history form and/or emergency card to identify if the child has a history of allergies, which would not be a reason to exclude.
- Monitor staff and campers throughout the day for signs of illness; send home campers and staff with a fever of 100.4 degrees or higher, cough or other [COVID-19 symptoms](#). Send persons to the appropriate medical facility rather than their home when necessary.



Plan for When a Staff Member, Child, or Visitor Becomes Sick

- Work with camp staff, nurses and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Immediately require any campers or staff exhibiting symptoms to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures for safely transporting anyone sick to home or a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms.
- For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).

- Notify local health officials, staff, and all families immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- Advise sick staff members and campers not to return until they have met CDC criteria to discontinue [home isolation](#), including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.
- For areas with a large geographic distribution, consider restricting attendance to campers who live in the local geographic area and ask campers to avoid movement between camps when they are from a high transmission area.
- Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with [CDPH guidelines](#).
- Investigate the COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.
- Update protocols as needed to prevent further cases. See the CDPH guidelines, [Responding to COVID-19 in the Workplace](#).



Maintain Healthy Operations

- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Monitor the types of illnesses and symptoms among your camp staff and campers to help isolate them promptly.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Train employees on who they are and how to contact them. Train the liaison to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.
- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.



Considerations for Partial or Total Closures

- Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
- When a camper or staff member tests positive for COVID-19 and has exposed others at the camp, consider closing the camp or areas of the camp for cleaning and disinfection, have close contacts isolate at home, implement communication plans for camp closure to include outreach to campers, parents,

staff, and the community, and maintain regular communications with the local public health department.

