

Protocol for Day Camps: Appendix K

Recent updates:

6/16/22

- Changes in reporting method for COVID-19 exposures to the online secure web application, SPOT (Shared Portal for Outbreak Tracking)
- Added guidance for COVID-19 Prevention Best Practices for Indoor Gymnasium Ventilation

4/14/22

- Minor clarifications regarding strong recommendations for symptom screening and periodic testing.

COVID-19 case rates, hospitalizations, and deaths have markedly decreased post-winter surge, but COVID-19 continues to pose a risk to communities, and especially to individuals more vulnerable to severe disease and consequences of COVID-19, including older adults, persons who are immunocompromised or have certain underlying health conditions, as well as anyone who remains unvaccinated. Everyone should continue to take precautions to reduce the risk of spread in order to protect the most vulnerable among us. The guidance below is specific to Day Camps and designed to reduce the risk of disease transmission and outbreaks in those settings. Please note that businesses such as day camps are free to be more restrictive in their safety requirements than County orders mandate.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to create physical distancing where feasible.
- (3) Measures to optimize infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas should be addressed as your facility develops any reopening protocols.

All Day Camps covered by this guidance should implement as many applicable measures as possible listed below as is practicable. Layering of multiple mitigation strategies is the best way to optimize the safety of your program and facilities.

Day Camp Name:

Facility Address:

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- All employees (including paid staff and volunteers; referred to collectively as “employees”) have been told not to come to work if sick. **Anyone with new onset of symptoms consistent with COVID-19 is strongly recommended to undergo diagnostic testing with an FDA-authorized COVID-19 test, which may include self-administered over-the-counter tests. Anyone testing positive or told by a health care provider that they are suspected to have COVID-19, must follow DPH instructions for [self-isolation](#).** A symptomatic employee who does not consult a medical provider or does not take a test must isolate for 10 days.
- Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Strongly encourage all workers (paid employees and volunteers) to be up-to-date on COVID-19 vaccination and boosters.
- Employers who have employees working at the camp long term may consider developing a worker COVID-19 testing program offering weekly testing of all workers who may encounter other workers, support staff, or attendees. Testing workers not fully up-to date on their COVID-19 vaccination should be the priority.
- Upon being informed that one or more employees test positive, the employer has a plan or protocol in place to have the case(s) immediately isolate themselves and ensure that all employees that had a workplace exposure to the case(s) and are required to self-quarantine do not attend work until permitted to return per Public Health orders. See [Responding to COVID-19 in the Workplace](#) for further information. The employer’s plan should consider a protocol for all exposed employees to have access to testing for COVID-19 for early identification of additional cases and to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Entry screenings are strongly recommended before employees, other support persons, and visitors may enter the workspace. Cal/OSHA requires employers to develop and implement a process for screening employees for COVID-19 symptoms prior to entering the worksite. See [DPH Entry Screening](#) document for further details and options for screening. The camp may follow DPH guidance in [Symptom Decision Pathways for Employees in TK-12 Schools](#) for persons who screen positive for symptoms prior to entry to the workplace or while at the workplace. Screening should include a check-in concerning symptoms consistent with possible COVID-19 infection listed in the Decision Pathways and whether the individual is currently under isolation or quarantine orders or has a known exposure to someone infected with the COVID-19 virus. These checks can be done remotely before arrival or in person upon the employees’ arrival.
- Day camps are **required** to notify the Department of Public Health of all individuals with confirmed COVID-19 who were on site at any point within the 14 days prior to the illness onset date. The illness onset date is the first date of COVID-19 symptoms, or the COVID-19 test date, whichever is earlier.
- Online reporting is the preferred method for notifying the Department of Public Health of COVID-19 exposures at the facility and can be done on a computer or mobile device with access to the secure web application SPOT (Shared Portal for Outbreak Tracing): https://spot.cdph.ca.gov/s/?language=en_US. **If there are multiple cases to report, facilities can submit their reports using the “Bulk Upload Template” located within the SPOT Portal.** All case notifications should be submitted within **1 business day** of camp staff being made aware of the case.
- In the event that 3 or more COVID-19 cases are identified within the facility in a span of 14 days, the employer should **immediately** report this cluster to the Department of Public Health using the reporting method described above. The Department of Public Health will work with the day camp to determine whether the cluster is an outbreak that will require a public health outbreak investigation.
- Requirement to provide upgraded masks to all camp employees** upon request: It is strongly recommended but not required that employees wear surgical-grade masks (also referred to as medical procedure masks) or higher-level PPE (e.g., KN95 or N95 respirator masks) indoors. For those wearing

surgical masks, double masking, with a cloth face covering worn over the surgical mask, is recommended for enhanced protection. Employers are required to provide, upon request, for voluntary use, well-fitting medical masks and respirators at no cost to their employees, who work indoors and have contact with others. Please note, that CAL/OSHA requires that employers provide respirators upon request for voluntary use to any unvaccinated employee who is working indoors or in shared vehicles.

- It is strongly recommended but not required that all employees wear masks at all times when indoors except when working alone in private offices with closed doors or when eating or drinking.
- It is recommended that occupancy be reduced and space between employees be maximized, as feasible, in any room or area used by multiple employees for meals and/or breaks. This can be achieved by:
 - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for breaks; and
 - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
 - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions between tables and seating may be considered as well but are not a substitute for reducing occupancy and creating physical distance.
- Restrooms and other common areas are cleaned frequently, but no less than once per day during operating hours, on the following schedule:
 - Restrooms _____
 - Other _____
- Disinfectant and related supplies are available to employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Employees are reminded to wash their hands frequently.
- A copy of this protocol has been distributed to each employee.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:

B. MEASURES TO CREATE PHYSICAL DISTANCING WHERE FEASIBLE

ARRIVAL AND DEPARTURE

- 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, masks, and physical distancing).
 - Masks are strongly recommended, but not required, for drivers and passengers.
 - Keep all windows open as much as possible to maintain good ventilation. Avoid using recirculated air options while there are passengers in the vehicle; use the vehicle's vents to bring in fresh outside air.

- It is strongly recommended but not required that all campers, staff, and visitors aged 2 years and older wear masks indoors. Children aged 2 through 8 years should wear masks with adult supervision.
- Stagger arrival and drop off-times and locations, as feasible, to reduce crowding, without creating undue scheduling challenges for families.

RECREATIONAL SPACE

- It is strongly recommended but not required that all visitors and campers wear upgraded masks indoors while at camp, except while swimming, napping, eating/drinking. At a minimum, masks should be well-fitting non-cloth masks of multiple layers of non-woven material with a nose wire. (Cloth masks meeting ASTM standards for high filtration efficiency [ASTM F3502-level 2] also meet recommendations for upgraded masks.) See ph.lacounty.gov/masks for more information). This recommendation applies to all adults and to children 2 years of age and older. To support the safety of your employees, campers and visitors, consider making masks available to campers and visitors who request them and arrive without them.
- Maximize space between seating, desks, and bedding.
- Minimize presence of nonessential visitors and volunteers.
- Use alternative spaces as needed, including maximizing regular use of outdoor space, weather permitting, and the use of cafeterias and other large indoor spaces to allow physical distancing.
- For activities that generate respiratory droplets such as heavy exertion or singing, increase the distance between individuals to avoid crowding, and, when feasible, do these activities outside.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to assist camp staff and attendees to avoid crowding when in lines and at other times (e.g., directional guides for creating “one-way routes” in hallways, dining areas).

MEALS

- As feasible, have attendees and camp staff eat meals and snacks outdoors or in well-ventilated spaces while maintaining physical distance as much as possible.
- If serving meals in an indoor communal dining area, it is recommended that measures be put in place to create physical distance and increase ventilation.

C. MEASURES FOR INFECTION CONTROL

- Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials of all COVID-19 cases at the site within 1 business day of being notified of a case.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans and hand sanitizers with at least 60 percent ethyl alcohol for staff and those campers who can safely use hand sanitizer.
- Teach campers the following personal protective measures
 - Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom
 - Avoid touching your eyes, nose, and mouth
 - Cover coughs and sneezes
 - Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow

- Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.
- Campers and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- Staff should model and practice handwashing. For example, for younger campers, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Campers and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
- Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- Campers should be informed of the strong recommendation from Public Health to use masks in all indoor spaces when around others.
- Drinking fountains may be made available for use. To minimize the risk of Legionnaire's disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. This includes proper flushing and may require additional cleaning steps (including disinfection). Refer to CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.
- Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables, and surfaces in transportation vehicles should be cleaned routinely.
- When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions. These products contain ingredients which are safer for individuals with asthma.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer's directions, and Cal/OSHA requirements for safe use.
- Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
- When cleaning, air out the space before campers arrive; plan to do thorough cleanings when campers are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- Follow CDPH Guidance on COVID-19 and Improving Indoor Air Quality: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-and-Improving-Indoor-Air-Quality-in-Schools.aspx>. Effective ventilation is one of the most important ways to mitigate transmission via small particles (aerosols).
- Camps with indoor sports should also refer to DPH [COVID-19 Prevention Best Practices for Gymnasium Ventilation](#)
- If opening windows poses a safety or health risk, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).

SCREEN CAMPERS

- 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 to stay home.
- It is strongly recommended that all attendees be screened for COVID-19 symptoms, as well as a known recent close contact with a confirmed COVID case, prior to arrival at the camp drop off location or prior to entering the camp.
- The facility may follow DPH [Decision Pathways for Symptoms in TK-12 Schools](#) for persons who screen positive for symptoms prior to entry to the facility. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had a COVID-19 positive test. Symptom checks are conducted before visitors may enter the facility. Checks should include a check-in concerning symptoms consistent with possible COVID-19 infection listed in the Decision Pathways. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- Exclude any child, parent, caregiver or staff showing symptoms consistent with COVID-19 infection.
- Monitor staff and campers throughout the day for signs of illness; send home campers and staff with symptoms consistent with COVID-19 infection. Send persons to the appropriate medical facility rather than their home if necessary.
- Consider requiring or strongly recommending weekly COVID-19 testing for attendees and staff during the period they are attending or working at the camp. Over-the-counter (OTC) self-testing is acceptable. Results of OTC tests communicated via self-report are acceptable even if independent verification is not available.
 - Please Note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.

IF STAFF OR CAMPERS BECOME ILL

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. A shady outdoor space where the ill person can maintain distance from others while they wait to be picked up for transport home is an excellent option.
- Ensure they are wearing a surgical mask if they are over the age of 2 and do not have problems putting on or removing the mask or have issues breathing with the mask on.
- The campers or staff exhibiting symptoms should remain in the isolation room or area until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate. Call 9-1-1 without delay if the individual develops persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Advise sick staff members and campers not to return until they have met the criteria to return to the camp site as outlined in the [Decision Pathways](#) for symptomatic persons.
- Upon being informed that a staff member or camper tests positive for COVID-19, the facility is required to instruct the infected person to isolate themselves at home and to notify all persons at the camp who were exposed to the infected person. Please refer to the [TK-12 Exposure Management Plan on the TK-12 Toolkit Page](#) for detailed guidance on how to manage this exposure event with respect to cases, identification of and actions for close contacts, and reporting and notification procedures. Facilities can also refer to the public health guidance pages for [cases](#) and [close contacts](#) as an additional resource.
- For more details [on guidance for staff, facilities can](#) refer to [Employees with COVID-19 Guidance for Return to Work](#).
- Facilities are **required** to notify the Department of Public Health of all staff and campers with confirmed COVID-19 who had been at the site at any point within the 14 days prior to becoming ill. Secure online

reporting is the preferred method for notifying the Department of Public Health of all COVID-19 exposures at the facility and can be done on a computer or mobile device with access to the secure web application SPOT (Shared Portal for Outbreak Tracing): https://spot.cdph.ca.gov/s/?language=en_US. If there are multiple cases to report, facilities can submit their reports using the “Bulk Upload Template” located within the SPOT Portal. All case notifications should be submitted within 1 business day of being notified of the case. In the event that 3 or more positive COVID-19 cases are identified in a 14-day period, immediately notify local health officials using the report method described above. The Department of Public Health will work with the camp to determine whether the cluster is an outbreak that will require a public health investigation. Camps operators may refer to the [Exposure Management Plan for TK-12 Schools](#) for detailed requirements and recommendations around reporting and notifications.

- Camps that need assistance on COVID-19 case reporting or exposure management processes can contact ACDC-Education@ph.lacounty.gov or call the TK-12 School COVID-19 Case Reporting Call Center, Monday through Friday from 8:00AM to 5:00PM. Sites can also reach out to ACDC-Education@ph.lacounty.gov for the call center number for assistance by phone.
- Close off indoor spaces used by any sick person and do not reopen for use before cleaning and disinfection. If possible, wait 24 hours before cleaning and disinfecting the area.
- 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.
- In consultation with the local public health department, the appropriate camp official may consider if closure is warranted and length of time of closure based on the existing risk level within the specific community.

LIMIT SHARING

- 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.) to the extent practicable.
- Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- A copy of this protocol is posted at all public entrances to the facility. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage is displayed that remind camp staff, attendees and visitors that wearing masks indoors is strongly recommended in alignment with current health officer orders. Signs are posted that instruct visitors that they should stay home if ill with respiratory symptoms.
- Provide a copy of or refer staff and camper families to the [DPH Travel Advisory](#).
- Online outlets of the establishment (website, social media etc.) provide clear COVID-19 safety information.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the campers have been prioritized.
- Measures are instituted to assure services for campers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name:

Phone number:

Date Last Revised:
