

## Day Camp Protocols: Appendix N

### Recent Update 11/19/20:

- Capacity indoors is limited to no more than 25% of maximum occupancy.
- Face coverings requirements updated. (Changes highlighted in yellow)

This protocol is to be completed by day camps. In addition to the conditions imposed on these specific activities by the State Public Health Officer, the facilities must also be in compliance with these Day Camp Protocols. This protocol must be implemented and posted at the site or made available upon request by City staff.

These guidelines align with the Centers for Disease Control and Prevention's (CDC) Interim Guidance for Child Care Program Reopening, the American Camp Association (ACA) and the Los Angeles County Department of Public Health (Public Health), which are subject to change based on local, state and federal directions to operate. Activities and programs must also adhere to federal guidelines such as the American with Disabilities Act (ADA). Programs operating under Joint Use Agreements and other contractual agreements will need to coordinate with partnering entities to address any additional restrictions and requirements for program operation. The following restrictions, sanitation protocols, and monitoring guidelines are required to ensure the health and safety of staff, campers and spectators when developing reopening plans.

The number of people within an indoor facility is limited so that at time such that people can easily maintain at least a six-foot distance from one another at all practicable times but in no case greater than 25% of maximum occupancy of the facility.

Maximum number of people in facility per floor limited to: \_\_\_\_\_

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at [www.longbeach.gov/covid19](http://www.longbeach.gov/covid19) regularly for any updates to this document.

- Swimming pools at day camps must comply with [Protocols for Public Swimming Pools](#) (Appendix K).
- Office spaces for Day Camps must comply with [Office Worksite Protocols](#) (Appendix G).

This checklist covers:

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

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

**All businesses covered by this protocol must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is**

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**not applicable to the business.**

Day Camp Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

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

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees (including paid staff and volunteers; referred to collectively as “employees”) have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow the Long Beach Health Officer Orders for [self-isolation](#) and [quarantine](#), if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
  - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government [programs](#) supporting sick leave and worker’s compensation for COVID19, including employee’s sick leave rights under the [Families First Coronavirus Response Act](#) and employee’s rights to workers’ compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor’s [Executive Order N-62-20](#)
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer’s plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees’ arrival. A temperature check should be done at the worksite, if feasible.
- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday except where the employee is working in a vehicle, office, or room alone. Employees who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used.

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- Employees are instructed to wash their face coverings daily.
- Employees are also offered gloves for tasks that require them to handle frequently touched surfaces or for use during symptom screening.
- Consider the use of plexiglass dividers in areas where employees must interact with customers such as payment booths or information centers.
- Employee workstations at areas such as ticket or information booths are separated by at least 6 feet and common areas are configured to ensure physical distancing of at least 6 feet.
- Employees have been instructed to maintain at least a six (6) foot distance from visitors and from each other in all areas. Employees may momentarily come closer when necessary to accept payment, or as otherwise necessary.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
  - Break rooms \_\_\_\_\_
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break areas or break rooms have been reconfigured or closed with alternative spaces created for breaks so that physical distancing is possible.
- 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 required and permitted adequate time for, to wash their hands at least every 30 minutes, or as needed if gloves are provided. Where hand washing is impracticable, hand sanitizer with that contains at least 60% alcohol has been provided to the employee instead.
- Each worker is assigned their own tools, equipment and defined workspace. Employees have been instructed to avoid sharing phones, tablets, two-way radios, other work supplies, or office equipment wherever possible. They have also been instructed to never share PPE.
- Where items must be shared, they are disinfected with a cleaner appropriate for the surface between shifts or uses, whichever is more frequent, including the following: shared office equipment, such as copiers, fax machines, printers, telephones, keyboards, terminals, ATM PIN pads, staplers, staple removers, letter openers, surfaces in reception areas, shared work stations, audio and video equipment (microphones, microphone stands, mixer boards, TV monitors), walkie talkies, etc.
- Time is provided for workers to implement cleaning practices during their shift. Cleaning assignments are assigned during working hours as part of the employees' job duties. Modify hours, if necessary, to ensure regular, thorough cleaning of workspaces, as appropriate. Options for third-party cleaning companies to assist with the increased cleaning demand are procured, as needed.
- 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:  
\_\_\_\_\_
- Staff must be provided all required PPE to ensure the health and safety of themselves and the campers. They must wear a facial covering (covering mouth and nose) during all programs and activities. Reusable facial covering must be disinfected daily.

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- Staff may be required to conduct daily camper screenings that include temperature checks and will be provided appropriate PPE that includes facial covering, gloves and protective eyewear. Provision of face shield for this task is recommended.
- Physical distancing between staff and campers is maintained.
- Campers and staff should be separated into groups of no more than 14 children or youth and no more than two supervising adults (hereafter “cohorts”), in which supervising adults and children stay together for all activities (meals, recreation, etc.) and avoid contact with people outside of their group in the setting.
- Program staff should remain with their assigned cohort and should not be assigned to other job functions for duration of assignment.
- Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups
- Staff are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site
- No visitors or non-essential organization representatives are allowed on or within program or staff area(s) of the facility. This includes outside suppliers and general public.
- Staff meetings and trainings are conducted with physical distancing protocols or via telephone, zoom or other virtual platforms. Group meetings with staff from different cohorts should be done remotely, outdoors or in large spaces such as gymnasiums or multipurpose rooms, with window open, as much as possible, avoiding small spaces with windows closed. All staff must wear appropriate face coverings and maintain at least 6 feet of physical distancing during meetings.
- The use of the break room common use items (e.g. coffee pots, refrigerators and microwaves) should be suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- Staff should be trained in all program policies including additional safety protocols.
- A copy of this Protocol have been distributed to all staff.
- Each organization must have a plan to ensure appropriate staff to camper ratio if staff is identified to be ill during the health screening, is unable to report to work that day, or becomes ill during their shift.
- If staff shows signs of illness during work shift, immediately place staff in pre-designated isolation space Assign additional staff to ensure staff to camper ratio requirements if needed. Each organization will be required to reference their Human Resources or Personnel Department guidelines
- Organizations are advised to adhere to their Communicable Disease Plan and to contact their management, camper parents, guardians or caretakers, if applicable, and follow up with your Long Beach Health Department immediately for further guidance should a staff be diagnosed with COVID-19.
- Employees have been reminded to adhere to personal prevention actions including:
  - Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
  - Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
  - Do not touch your mouth, eyes, nose with unwashed hands.

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- Avoid contact with people who are sick.
- Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
- Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.

## **B. CAMPER CHECK-IN AND CHECK-OUT REQUIREMENTS**

- Stagger arrival/drop off and camper pick up or sign out times or locations, or put in place other protocols to limit direct contact between parents/caregivers of each household.
- Check-in and check-out area must be clearly marked to indicate physical distancing.
- Parents or caregivers must use their own pens when signing campers in and out or staff must disinfect pens between each use. If using digital sign in and out system, staff must disinfect touch areas between use
- Staff conducting the health screening must wear appropriate PPE including facial covering, gloves and/or protective eyewear. A face shield is highly recommended as added protection.
- Restrict parent or caregivers time spent at facility to essential tasks only

## **C. FOOD, SNACK AND MEAL SERVICE REQUIREMENTS**

- If a meal or snack is offered as part of the programming, such as the free and reduced lunch and snack program, it must be pre-packaged.
- If camper is bringing their own lunch and/or snacks, it must be brought in a container labeled with the campers name and stored with their personal items.
- Stagger meal times between each camp cohort and outside campers if site is part of a meal distribution program.
- Cohorts should stay together for meals and avoid meals with people outside of their cohort
- Lunch and snack areas must be set-up to provide physical distancing between each camper and be disinfected and sanitized by staff after each use.
- If staff need to distribute or handle meals, staff must wear a face covering and gloves .
- Schedule hand-washing before and after meal.
- Food may not be shared among campers.
- Use disposable utensils and paper goods.
- Do not share utensils.
- Provide hand sanitizer before and during meal and food activities .
- Refrigerator and other storage areas must be cleaned daily.

## **D. GROUPING/ACTIVITIES/ EQUIPMENT AND MONITORING**

- Campers should remain in the same space and in cohorts as small and consistent as practicable. Keep the same campers and staff with each cohort and include campers from the same family in the same cohort, to the greatest extent practicable. Recommended participant to staff ratios should be 14:2,
- It is recommended to keep campers within same household in the same cohort when possible without exceeding prescribed ratio.
- Each program cohort must be assigned to separate rooms or spaces with physical distancing protocols in place. If indoor spaces are used by multiple cohorts at different times, staff must sanitize

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common touch areas of the room(s) between uses.

- Campers are encouraged to wear facial coverings during group activities, except when eating, or participating in rigorous activities that may compromise breathing. Campers from different cohorts should not mix to the extent possible.
- Plan activities that do not require close physical contact between multiple campers.
- Stagger indoor and outdoor play and shared spaces; adjust schedules to reduce the number of campers within the same area.
- All excursions and activities requiring transportation must fully comply with physical distancing and Measures For Infection Control below.
- Schedule frequent hand washing breaks at least between activities and outdoor play rotations, restroom and meal breaks
- If aquatic facilities are available, program operators must adhere to Protocols for Public Swimming Pools (Appendix K).
- If a camper shows signs of illness, use pre-designated isolation areas to separate camper from general group population and notify caregiver immediately for pick up.
- A camper who has been found to be positive of COVID-19 must not return to the program until at least 1 day (24 hours) have passed since the camper's recovery, defined as resolution of fever without use of fever-reducing medications and improvement of symptoms (e.g., cough, shortness of breath), and at least 10 days since the camper's COVID-19 symptoms first appeared. If the camper never had symptoms, then they must not return until 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. Follow communication protocol in accordance to your organization's Communicable Disease Plan (CDP) which may include contacting management and/or the Long Beach Health Department officials to seek further guidance.
- A plan to immediately close program and/or facility should be in place if the Long Beach Health Department deems it necessary.
- It is recommended to avoid programming and activities that require shared use of equipment. If possible, provide adequate supplies, education materials and equipment for individual use for all campers.
- Shared equipment and games should be cleaned, sanitized, and disinfected frequently, at the beginning of the day and when used by different campers.

## **E. MEASURES FOR INFECTION CONTROL**

- Ensure all camp staff and families are aware of 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.
- 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 exposure, in order to notify the Long Beach Health Department, staff and families in a prompt and responsible manner.
- 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.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans 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

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- 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.
- ❑ Consider portable handwashing stations throughout the site to minimize movement and congregation in bathrooms to the extent possible.
- ❑ Campers are required to wear cloth face coverings as stated in the Safer at Home order.
- ❑ Suspend use of drinking fountains and instead encourage the use of reusable water bottles.
- ❑ Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables as well as surfaces in transportation vehicles should be cleaned at least daily and more frequently throughout the day if possible.
- ❑ Limit use of shared equipment in favor of physical activities that require less contact with surfaces. Use of playground equipment indoors is prohibited. Outdoor playgrounds may open at the discretion of the operator and in accordance with State guidance found [here](#).
- ❑ Limit sharing of objects and equipment, such as toys, games and art supplies, otherwise clean and disinfect between uses.
- ❑ 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.
- ❑ If opening windows poses a safety or health, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- ❑ Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of

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infections such as Legionnaires' disease.

## 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 or who have recently had close contact with a person with COVID-19 to stay home.
- In addition to screening staff when they arrive, all campers should also be screened upon arrival at the facility.
  - Consider conducting visual wellness checks of all campers upon arrival; this could include taking campers' temperatures at the beginning of each day with a no touch thermometer. If no touch thermometers are not available, reported temperature assessment is acceptable.
  - 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.
- Exclude any child, parent, caregiver or staff showing symptoms of COVID-19.
- 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 if necessary.

## IF STAFF OR CAMPERS BECOMES ILL

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. (fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea, congestion or runny nose).
- Ensure they are wearing a cloth face covering or 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 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 CDC criteria to discontinue home isolation, including 24 hours or 1 day with no fever, symptoms have improved and 10 days since symptoms first appeared.
- Advise contacts to the ill individual to stay at home for 14 days after the last contact and monitor for symptoms of COVID-19 and to follow the Long Beach Health Officer Orders for [self-isolation](#) and [quarantine](#), if applicable.
- In the event that 3 or more positive COVID-19 cases are identified within a span of 14 days the operator should report this cluster to the Long Beach Department Health and Human Services 562-570-INFO, and notify staff and all families immediately 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. If possible, wait 24 hours or as long as possible 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 based on the risk level within the specific community

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**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.

**F. 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.
- Signage at the entry notifies customers of occupancy limits.
- Signs are displayed at entrances, waiting areas, and throughout outdoor spaces to remind people of physical distancing and face coverings usage at every opportunity. Dedicated staff are used to direct guests at high traffic and bottleneck areas to avoid congregating.
- Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to ticketing, admission, preordering, prepayment, pickup and/or delivery and other relevant issues.

**G. 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:**

**Camp Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_

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