

14 DAY ADVANCE REQUIRED DOCUMENTS CHECKLIST

Follow-up Documents

Follow-up documents must be submitted to the Health Department fourteen (14) days in advance of camp opening inspection.

	DOCUMENT REQUIRED	DUE DATE
	Staff Health and Immunization Records (105 CMR 430.151A)	<u>fourteen (14) days</u> in advance of camp opening
	Campers Health and Immunization Records (105 CMR 430.151B)	<u>fourteen (14) days</u> in advance of camp opening
	Documentation of Required Staff Certifications (CPR/First Aid) (105 CMR 430. 100; 430.101; 430.103) <ul style="list-style-type: none"> • NO ONLINE CERTIFICATION FOR CPR/FIRST AID 	<u>fourteen (14) days</u> in advance of camp opening
	Documentation of background review of all staff (105 CMR 430.090) (INCLUDES CORI AND SORI) <ul style="list-style-type: none"> • Expanded CORI to include juvenile records 	<u>fourteen (14) days</u> in advance of camp opening
	Documentation of all staff orientation and training (105 CMR 430.091) <ul style="list-style-type: none"> • Must include head injury training 	<u>fourteen (14) days</u> in advance of camp opening
	Camp Roster	<u>fourteen (14) days</u> in advance of camp opening
	Staff Roster	<u>fourteen (14) days</u> in advance of camp opening
	Certification of Compliance with 105 CMR 430.090	<u>fourteen (14) days</u> in advance of camp opening

REMINDER: Camp Completion report is due in the Health Department office on February 8, 2021.