



Recreational Day Camps and Programs Health and Safety Checklist for Reopening

The below outlines requirements set forth in the [Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety \(MRHS\) dated July 20, 2020](#). The revised MRHS document dated August 2020 does not apply to Recreational Day Camps and Programs.

Please note that all Recreational Camps and Programs must comply with any MA state or local requirements or orders in response to COVID-19. Recreational Camps licensed under 105 CMR 430 Minimum Standards for Recreational Camps for Children: State Sanitary Code Chapter IV must comply with those regulations as well as any additional more restrictive MA state or local requirements or orders in response to COVID-19.

Staffing and Operations

- Recreational Camps and Programs may operate with activity restrictions and limited openings for groups of ≤12 campers and staff in Phase 2 and ≤25 in Phase 3. Camps/programs may have multiple groups of ≤12 campers and staff in Phase 2 and ≤25 in Phase 3, provided physical distancing is maintained between and within groups.
- Visitors (including parents) and volunteers are not permitted.
- Staff members age 65 or older or with serious underlying health conditions should assess their risk to determine if they should stay home or follow additional precautions.
- Designate a senior staff person responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Make enrollment capacity decisions based on:
 - Physical building capacity and the number of campers/staff anticipated to be in any one area at a time during the day and possible inclement weather.
 - Ability to implement consistent physical distancing between campers/staff.
 - The number of individuals that may need to be housed in an emergency and maintain 6 feet of social distancing.
- Increase staffing to ensure supervision of campers and to accommodate cleaning requirements.
 - **Licensed Recreational Camps** must have a minimum of two Health Care Supervisors present at all times.
- Review medical information submitted by parents and reach out to parents of high-risk children to encourage them to discuss with their healthcare provider about whether the program is a safe option for the child, if additional protections are necessary, and what supports can be offered to best help their child understand and adhere as close as possible to the health and safety requirements.
- Recreational Camps and Program plans must be updated to address how they will meet the new health and safety requirements associated with COVID-19. Camp or Program operators must provide parents with information on the policies for preventing and responding to COVID-19.
 - **Licensed Recreational Camps** must include plans into Staff Training and Orientation and provided in writing and included in or in addition to the written camp Health Care Policy and other relevant procedures (105 CMR 430.159).
- Develop a tested communication system with parents, children at the camp, all staff, facility and/or grounds management, and emergency medical services. Obtain parents email addresses and home, work, and mobile phone numbers so that staff can reach them at any time.

- Must have a plan for handling camp/program closings and staff absences. Consider flexible sick leave policies and promote the importance of staff not coming to work if they are sick.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods unless doing so creates a hazard.
- Ensure water systems and features (e.g., cooling systems) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Social Distancing and Group Size

- Group size limited to ≤12 campers and staff in Phase 2 and ≤25 in Phase 3. Social distancing must be maintained within each group.
 - **Licensed Recreational Camps** must maintain the camper to counselor ratios in in Camp Regulations 105 CMR 430.101.
- May have multiple groups of campers and counselors of ≤12 in Phase 2 and ≤25 in Phase 3, but must maintain social distancing between and within groups.
- Groups must not be combined at any time and staff must not float between groups during the day or from day-to-day, unless needed to provide supervision of specialized activities or to provide breaks for other staff.
- Camps/programs may not congregate staff/campers in a way that does not allow for six feet of physical distancing between individuals. Limit activities to those that can maintain social distancing.
- Stagger use of communal spaces, such as game rooms and recreation halls, to reduce congregating and disinfect in between uses.
- Staff should limit their contact with one another unless they are in the same cohort. Staff meetings should be conducted remotely, when possible.
- Recreational Camps and Programs must develop safe pickup/drop off procedures to maintain physical distancing and prevent the mixing of campers. These procedures must be explained to parents prior to the first drop off.
 - Place sign-in stations outside the program space and have contactless sign-in where possible. If pens are used, clean pens/pencils between users.
- Recreational Camps and Programs must develop a plan for safe vendor deliveries, if applicable. Noncontact delivery protocols must be arranged whenever possible.

Hygiene and Handwashing

- Implement proper hand hygiene practices and frequency for both staff and children.
- Encourage frequent hand washing while teaching, modeling, and reinforcing effective hand hygiene behaviors such as how and when to wash hands.
 - Monitor handwashing of campers ensuring they are washing all surfaces of their hands for at least 20 seconds.
 - Staff and campers should be washing their hands whenever necessary including but not limited to: upon arrival at camp, before and after meals, after using the bathroom, after coughing/sneezing, and after contact with bodily fluids or surfaces that may be contaminated.
- Adequate handwashing facilities with soap, water, and paper towels must be readily accessible to all campers and staff with handwashing instructions posted near every handwashing sink.

- Hand hygiene stations should be set up at entrances of the premises.
- Hand sanitizer with at least 60% alcohol may be used at times when handwashing is not available if:
 - Appropriate to the ages of children and children are instructed on proper use;
 - Campers have written parent/guardian permission to use;
 - Products stored securely; and
 - Used under the supervision of staff.
- Camps/programs must ensure that campers and staff are aware of infection control practices, including proper handwashing, wearing and removing masks, and personal supplies (e.g., hats, brushes, hair ties, contact solutions) and drinking containers must never be shared with others.

Personal Protective Equipment (PPE) and Face Masks/Coverings

- Staff must wear face masks/coverings whenever 6 feet of physical distancing is not possible. Even if physical distancing is maintained, staff are encouraged to wear a face masks/coverings.
- Campers are encouraged to wear face masks/coverings whenever they cannot physically distance.
- If campers are between the ages of 2 and 5, they are encouraged to wear a face mask/covering at the discretion of their parents.
- Face coverings/masks are not required if the individual meets one of the exemptions for wearing a face mask.
- Masks and cloth face coverings should be routinely washed (daily and any time the mask is used or becomes soiled), depending on the frequency of use.
- Staff must wear appropriate gloves during food preparation and screening activities that require contact.

Screening and Monitoring

- Develop and implement a plan for screening children and staff that includes daily screening checks, location of screening activities, and identify designated staff responsible for conducting screenings.
 - For **Licensed Recreational Camps**, staff conducting screenings must be trained by the camp's Health Care Consultant.
- Establish a single point of entry to ensure that no individual is allowed to enter the building until they successfully pass the screening. Screening must be held in an area allows for privacy, confidentiality, and social distancing or a physical barrier.
- Daily screenings must include a visual inspection of each camper for signs of illness. At drop off parents must:
 - Verbally confirm their child or anyone else in their household has not been experiencing any COVID-19 symptoms in the last 24 hours. They must also confirm their child has not had any close contacts to someone who has tested positive for COVID-19 in the past 14 days.
 - Sign a written attestation regarding any household contacts to someone with COVID-19 symptoms or if they have given their child any fever reducing medication.
 - Health check responses must be recorded and maintained on file.
- Staff must actively monitor children throughout the day for symptoms of any kind. Camps/programs must have a non-contact or temporal thermometer on site to check temperatures.
- Keep track of individuals that staff and children come into contact with during the course of the day in the potential case of exposure.

Isolation and Discharge

- Have a plan for identifying, isolating, and discharging symptomatic children and staff.
- Must have procedures for contacting parents immediately, criteria for seeking medical assistance, transportation of a child/staff who has developed symptoms related to COVID-19 mid-day and who rely on camp transportation, mitigation of transmission until the sick individual can safely leave the premises, and immediately notifying the local board of health.
- Camps/programs must have contingency plans for arranging for transportation for a sick camper, in the case that parents are unable to pick up their children, and for staff, in case they are unable to transport themselves.
- Designate a separate space to isolate children or staff who may become sick during the day. While all camps/programs must designate an isolation room or space, camps must prepare for the possibility of needing to isolate multiple campers. If possible, camps must create multiple, separate isolation rooms and spaces so symptomatic individuals can also physically distance from each other.
- Symptomatic campers/staff must be isolated immediately and supervised at all times. Others may not enter the isolation space without PPE appropriate for the care setting.
- Have masks or cloth face coverings available for use by children and staff who become symptomatic. Contact parents and have camper picked up as soon as possible.
- In the event camper/staff tests positive for COVID-19, they may not return to the camp/program until they have met the requirements for discontinuing isolation. Camps/programs must work with the local board of health to determine if the individual was at camp while symptomatic or 2 days prior to developing symptoms.
- Camps/programs must consult with the local board of health to identify and notify close contacts and for guidance on quarantine requirements.
- If a camper/staff household member tests positive for COVID-19, the camper/staff must quarantine for 14 days after the last time they could have been exposed.

Cleaning, Disinfecting and Sanitizing

- Must develop a plan to intensify the camp/programs cleaning, disinfecting, sanitizing practices and at what frequency. This must include a daily staff cleaning schedule to ensure that all areas, materials, furniture, and equipment are properly cleaned, sanitized, or disinfected, paying extra attention to frequently touched objects and surfaces, such as doorknobs, bathrooms and sinks, indoor and outdoor play equipment, and railings.
 - Clean surfaces first and use EPA-registered disinfectants and sanitizers for use against COVID-19, as appropriate. Follow the manufactures instructions for application, including contact and dry-times, and proper ventilation. Do not spray chemicals around children.
 - When EPA-approved disinfectants are not available, a diluted bleach solution can be used. For example, add 1/3 cup of unexpired household bleach to 1 gallon of water OR 4 teaspoons of bleach per quart of water. Bleach solutions must be freshly mixed every 24 hours. Alternatively, a 70% alcohol can be applied.
 - Never mix bleach and ammonia or any other cleaner.
 - Gloves must be worn as much as possible while cleaning. Hand hygiene is required after cleaning.
 - Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting. Sponges are not permitted.

- All sanitizing and disinfecting solutions must be labeled properly to identify the contents, stored in a locked closet or compartment, and stored separately from food items.
- Minimize equipment sharing and clean and disinfect shared equipment (such as balls and pucks) at the end of each activity by products recommended by the CDC.
- To the extent possible personal equipment should not be shared. If necessary personal equipment may be shared between campers if they are cleaned and disinfected between use. Any personal equipment that cannot be properly cleaned and disinfected between uses may not be shared.
- Ensure that there are adequate provisions for the storage of camper and staff belongings so that they do not touch where possible.
- Campers must use their own dedicated personal floatation devices (PFD) which camps may provide. PFDs provided by the facility should be [cleaned in accordance with the Life Jacket Association/USCG guidance](#).
- In case of a suspected potential exposure, increase ventilation to the area and wait 24 hours or as long as practical to begin cleaning and disinfecting area(s).
- Camps/programs shall follow CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease. Programs must comply with applicable OSHA's standards (29 CFR 1910) and 105 CMR 480.000 (Minimum Requirement for the Management of Medical and Biological Waste) to ensure proper disposal of regulated medical waste.

Transportation and Travel

- During Phase 2, field trips or other offsite travel are not permitted. Limited camp transportation may be provided if needed.
- During Phase 3, camps/programs may provide limited transportation to the surrounding areas and recreational facilities where significant interaction with the public is not expected.
 - Traveling by foot or biking is strongly encouraged where reasonably possible and safe to do so.
 - Off-site camps/programs must comply with all requirements, including social distancing and face coverings, and they must plan for how they will isolate camper/staff who develops symptoms and arrange for separate transportation to seek medical care from the offsite location.
- Camps/programs providing transportation must develop a transportation plan including:
 - Screening of driver, monitors, and campers;
 - Campers and staff should wash or sanitize their hands before boarding the bus and after exiting the bus;
 - Routine cleaning of vehicles after each morning and evening route and disinfect the vehicle at least once a day;
 - Maximizing space between riders and the driver while follow the requirements for mask use; and
 - Keep windows open, if unable then set vehicles ventilation system to high and do no recirculate conditioned air.

Food Service and Safety

- Develop a plan for food service.
- Snacks and meals should be brought from home, be pre-packaged, or be ready to serve in individual portions. Where this is not feasible, staff must prepare and serve meals. No family style or self-service.
- Camps/programs must adequately social distance during meals and add extra meal shifts if necessary.
- Tables, chairs, and trays used for meals need to be cleaned and sanitized before and after use.
- Food contact surfaces, equipment, and utensils used for the preparation, packaging, or handling of food products must be washed, rinsed, and sanitized before each use with a sanitizer approved for food contact surfaces.

Activity Limitations

- All activities must be conducted in accordance with physical distancing, masking and sanitation requirements and following the standards below.
- All sports activities must follow applicable Safety Standards for Youth and Adult Amateur Sports Activities.
- Activities should be outside when possible.
- Camps/programs can use their own swimming pools and beach front in Phase 2 and offsite pools and beaches in Phase 3 in accordance with applicable [reopening standards](#). If using offsite pools or beaches, camps/programs should reserve their own dedicated time slot to prevent interaction with other camps and the general public.