

**Worksite Specific COVID-19 Prevention Plan
County of Ventura, State of California**

Business Name: _____

Business Sector: **Day Camps**

Person Responsible for Implementing Plan: _____

COVID-19 General Checklist Items for Employers (Release May 12, 2020)	Procedure (write a short statement on how you will address the checklist item)	Frequency (hourly, daily, etc...)	Resources Needed (gloves, signage, barriers etc...)
1	Groups sizes are limited to a 10-1 or 10-2 ratio for each group (10 campers with one or two instructors.		
2	Each group must be stable. The same campers and instructor stay together and do not mix with other groups.		
3	Any camp activity/sport must maintain 6-foot social distancing. Individual skills and drills can be done, but no group or contact sports such as a football or basketball game.		
1. General Measures			
1	Establish and continue communication with local and State authorities to determine current disease levels and control measures in your community. For example: (1) Review and refer to, if applicable, the relevant county variance documentation. Documentation can be found here. (2) Consult with your county health officer, or designated staff, who are best positioned to monitor and provide advice on local conditions. A directory can be found here. (3) Regularly review updated guidance from state agencies, including the California Department of Public Health.		
2	Ensure external community organizations that use the facilities also follow this guidance.		
3	Develop a plan for the possibility of repeated closures when persons associated with the facility or in the community become ill with COVID19.		
4	Be aware of Cal/OSHA requirements to conduct site-specific hazard assessments and develop and implement an effective plan to protect employees.		

5	<p>The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in youth camp settings as follows: Lowest Risk: Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the same local geographic area (e.g., town, city or county). Highest Risk: Campers mix between groups and do not remain spaced apart. All campers are not from the local geographic area (e.g., town, city or county).</p>			
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2. Promote Healthy Hygiene Practices				
1	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.			
2	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 campers who can safely use hand sanitizer. Employers should provide and ensure staff use face coverings and all required protective equipment.			
3	<p>Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among campers and staff.</p> <p>(1) Teach campers to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.</p> <p>(2) Campers and staff should wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.</p> <p>(3) 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.</p> <p>(4) 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.</p> <p>(5) Campers and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry.</p> <p>Note: frequent handwashing is more effective than the use of hand sanitizers.</p> <p>(6) Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.</p> <p>(7) 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.</p>			
4	Consider portable handwashing stations throughout a site to minimize movement and congregations in bathrooms to the extent practicable.			
5	Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.			

6	<p>Teach and reinforce use of cloth face coverings. Cloth face coverings are most essential when physical distancing is not practicable.</p> <p>(1) All camp staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.</p> <p>(2) Campers should be encouraged to use cloth face coverings.</p> <p>(3) Camp staff and campers should be frequently reminded not to touch the face covering and to wash their hands frequently.</p> <p>(4) Information should be provided to all camp staff and campers on proper use, removal and washing of cloth face coverings.</p>			
3. Intensify Cleaning, Disinfection, and Ventilation				
1	<p>Consider suspending or modifying use of site resources necessitating sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.</p>			
2	<p>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.</p>			
3	<p>Frequently touched surfaces in the camp include, but are not limited to:</p> <ul style="list-style-type: none"> o Door handles o Light switches o Sink handles o Bathroom surfaces o Tables 			
4	<p>Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.</p>			
5	<p>Limit sharing of objects and equipment, such as toys, games and art supplies, to the extent practicable. But where allowed, clean and disinfect between uses.</p>			

6	<p>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.</p> <p>(1) To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on List N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid).</p> <p>(2) Avoid products that mix these ingredients with peroxyacetic (peracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.</p> <p>(3) 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.</p> <p>(4) 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.</p> <p>(5) Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.</p>			
7	<p>Ensure safe and correct application of disinfectant and keep products away from campers.</p>			
8	<p>For indoor spaces, introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before campers arrive; plan to do thorough cleaning 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. o If opening windows poses a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).</p>			

9	Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a 7 prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.			
10	Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that camp staff and campers remain at least 6 feet apart in lines and at other times (e.g., guides for creating "one-way routes" in hallways).			
11	Follow CDC's considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19.			
4. Implementing Distancing				
	ARRIVAL AND DEPARTURE			
1	Limit the number of persons in the camp to the number appropriate for maintaining physical distancing.			
2	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, cloth face coverings, and physical distancing).			
3	Minimize contact between camp staff, campers and families at the beginning and end of the day.			
4	Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.			
5	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.			
6	Open windows and maximize space between campers and the driver on transport vehicles where possible.			
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	RECREATIONAL SPACE			
1	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.			

2	Maximize space between seating, desks, and bedding. Consider ways to establish separation of campers through other means, for example, six feet between seats, partitions between seats, markings on floors to promote distancing, arranging seating in a way that minimizes face-to-face contact.			
3	Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.			
4	Staff should 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.			
5	Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.			
6	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.			
7	Limit gatherings, events and extracurricular activities to those that can maintain physical distancing and support proper hand hygiene.			
8	Use alternative spaces as needed, including regular use of outdoor space, weather permitting. For example, consider ways to maximize outside space, and the use of cafeterias and other spaces for use to permit physical distancing.			
9	Minimize congregate movement as much as practicable.			
	MEALS			
1	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.			
2	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. Individuals should wash their hands after removing their gloves or after directly handling used food service items			

3	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.			
5. Limit Sharing				
1	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.			
2	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.			
3	Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.			
6. Train All Staff and Families				
1	Train all camp staff and families in the following safety actions: (1) Enhanced sanitation practices (2) Physical distancing guidelines and their importance (3) Proper use, removal and washing of cloth face coverings. (4) Screening practices o COVID-19 specific exclusion criteria (5) COVID-19 specific exclusion criteria			
2	Consider conducting the training virtually, or, if in-person, ensure distancing is maintained.			
3	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.			
7. Check for Signs and Symptoms				
1	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.			

2	<p>Implement screening procedures for all staff and campers before they enter the facility.</p> <p>(1) Conduct visual wellness checks of all campers upon arrival and take campers' temperatures at the beginning of each day with a no-touch thermometer. If a thermometer requiring a touch-method (under the tongue or arm, forehead, etc.) is the only type available, it should only be used when a fever is strongly suspected. Only the person being screened or someone from their household should place a touch thermometer in their mouth. Thermometers must be 10 properly cleaned and disinfected after each use, and protective sleeves should be used.</p> <p>(2) 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. o Make available and encourage use of handwashing stations or hand sanitizer.</p> <p>(3) 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.</p> <p>(4) 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.</p>			
3	<p>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.</p>			

8. Plan for When a Staff Member, Child, or Visitor Becomes Sick				
1	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.			
2	Any campers or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.			
3	Establish procedures for safely transporting anyone sick to home or a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms: (1) Fever (2) Cough (3) Shortness of breath or difficulty breathing (4) Chills (5) Repeated shaking with chills (6) Muscle pain (7) Headache (8) Sore throat (9) New loss of taste or smell			
4	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.			
5	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.			
6	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.			
7	Advise sick staff members and campers not to return until they met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved and 10 days since symptoms first appeared.			
8	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.			

9. Maintain Healthy Operations				
1	Monitor staff absenteeism and have a roster of trained back-up staff where available.			
2	Monitor the types of illnesses and symptoms among your camp staff and campers to help isolate them promptly.			
3	Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know about who they are and how to contact them. The liaison should be trained 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.			
4	Maintain communication systems that allow staff and families to selfreport symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.			
10. Considerations for Partial or Total Closures				
1	Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.			

2	<p>When a camper or staff member tests positive for COVID-19 and has exposed others at the camp, implement the following steps:</p> <p>(1) 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 as determined by the local public health officer.</p> <p>(2) Given standard guidance for isolation at home for at least 14 days after close contact, the facility or office where the patient was based will typically need to close temporarily as campers or staff isolate.</p> <p>(3) Additional close contacts at camp should also isolate at home.</p> <p>(4) Additional areas of the camp facility visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.</p> <p>(5) Implement communication plans for camp closure to include outreach to campers, parents, staff and the community.</p> <p>(6) Maintain regular communications with the local public health department.</p>			
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This document serves as notice of participation and compliance with the guidelines set forth by the State of California and the County of Ventura. This checklist and procedures shows how our firm complies with orders to reopen our business in compliance with State and county orders regarding the Covid crisis.

Signature: _____

Date: _____