



## Recreational Camps and Programs Health and Safety Checklist for Phase Two Reopening Plan

The below outlines requirements set forth in the Massachusetts Child and Youth Serving Programs Reopen Approach: Minimum Requirements for Health and Safety (MRHS) issued on DATE, 2020.

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

- Campers and staff must be residents of Massachusetts for Phase 2 camps.
- 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.
- 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.
- Provide parents with information on the camp's policies for preventing and responding to COVID-19.
- 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 (minimum 30 sq. ft per individual)
- Increase staffing to ensure supervision of campers and to accommodate cleaning requirements. [Note that *Recreational Camps* must have a minimum of two Health Care Supervisors present at all times.]
- Close communal use spaces, such as game rooms and recreation halls, to reduce congregating. If this is not possible, stagger use and disinfect in between uses. When communal spaces are used in inclement weather, the number of people in the space must allow for social distancing of 6 ft between individuals.
- 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.

### Social Distancing and Group Size

- Group size limited to  $\leq 12$  staff and campers and social distancing must be maintained within each group. [Note that *Recreational Camps* may not exceed the counselor to camper ratios in 105 CMR 430.101]
- May have multiple groups of 12 but must maintain social distancing between and within groups.
- Cohorts 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.

- Limit activities to those that can maintain social distancing; activities should be outside when possible.
- Establish pickup/drop off procedures to maintain 6 feet between individuals.

### **Hygiene and Handwashing**

- Implement proper hand hygiene practice and frequency for both staff and children in accordance with *Section 6 of MRHS*.
- Have adequate and readily accessible supplies for frequent and effective hygiene behaviors by children and staff in accordance with *Section 6.A. of MRHS*, including hand washing facilities with soap and water, hand hygiene stations at the entrances of premises, handwashing instructions near sinks.
- 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.
- Place sign-in stations outside the program space and have contactless sign-in where possible. If pens are used, clean pens/pencils between users.

### **Personal Protective Equipment (PPE) and Face Masks/Coverings**

- Staff must wear face coverings whenever 6 feet of physical distancing is not possible. Even if physical distancing is maintained, staff are encouraged to wear a cloth face covering.
- Wearing of masks or cloth face coverings shall be done in accordance with *section 7. A. of MRHS*.
- 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.

### **Screening and Monitoring**

- Develop and implement a plan for screening children and staff that includes daily screening checks, temperature screenings, location of screening activities, and staff responsible for screening in accordance with *Section 4 of MRHS*. [Note: For *Recreational Camps*, staff conducting screenings must be trained by 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, to be held in an area allows for privacy, confidentiality, and social distancing or a physical barrier.
- Health check responses and temperature check results must be recorded and maintained on file.
- Staff must actively monitor children throughout the day for symptoms of any kind.
- 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 in accordance with *Section 5 of MRH*. Immediately notify the local board of health of a suspected or confirmed case of COVID-19.
  - Designate a separate space to isolate children or staff who may become sick during the day.

- Have masks or cloth face coverings available for use by children and staff who become symptomatic, until they have left the premises.

### **Cleaning, Disinfecting and Sanitizing**

- Schedule daily cleaning and identify what must be cleaned, sanitized, or disinfected and with what frequency in accordance with *Section 8 of MRHS*, paying extra attention to frequently touched objects and surfaces, such as doorknobs, bathrooms and sinks, play equipment, and railings
- Minimize equipment sharing, and clean and disinfect shared equipment at the end of each activity by products recommended by the CDC. Personal equipment, such as helmets and pads, shall not be shared.
- 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](#).
- Clean surfaces first and use child safe EPA-registered disinfectants and sanitizers for use against COVID-19, as appropriate. Follow directions on the manufacturer's label for use, contact, and dry-times.
- 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.
- In case of a suspected potential exposure, wait 24 hours or as long as practical to begin cleaning and disinfecting area(s).

### **Transportation and Travel**

- Develop a transportation plan for limited camp transportation, if needed, provided that transportation conforms with the guidance in *Section 10 of MRHS*.
- Field trips or for other offsite travel are not permitted. Communal parks and playgrounds must not be utilized in Phase 2.
- Use of community pools or beaches is not permitted In Phase 2. Recreational Camps and Programs can use their own swimming pools and beach front in accordance with guidance.

### **Food Service and Safety**

- Develop a plan for food service in accordance with *Section 11 of MRHS*.
- 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.
- 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.