

PUBLIC HEALTH REOPENING PROTOCOL DAY CAMPS

Recent Updates: (Changes are highlighted in yellow)

7/23/20: Additional information provided regarding employee and visitor face coverings, and update to employee illness protocol based on new CDC criteria.

PROTECTING PARTICIPANTS AND STAFF FROM COVID-19

In the midst of the COVID-19 pandemic, day camps must take steps to reduce the risk of an outbreak occurring among participants and staff. Depending on the situation, public notification of an exposure to COVID-19 may be required. Ensure staff are enrolled in health insurance and have an established relationship with a primary care doctor prior to reopening. Staff can call 211 for information on health insurance and primary care physicians.

- **Day camps are required to make an immediate report to the Pasadena Public Health Department any time a participant or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the day camp while sick or up to 48 hours before showing symptoms.** Day camp operators must call (626) 744-6089 or email nursing@cityofpasadena.net and provide all information requested by the Health Department. The operator is expected to provide or ensure testing for all staff that have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the facility. Testing resources can be found through the staff member's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
- **Instruct staff to contact their supervisor if a staff member or participant is feeling sick.** The supervisor should send the ill staff member or participant home, taking care to maintain that person's privacy and observing physical distancing. If the person cannot leave the premises right away, utilize a lower risk, designated space for isolation (6 feet or more away from others). If the illness is work-related, the employer should facilitate appropriate care for the staff member, the worker's compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
- **Work with the Pasadena Public Health Department to investigate any COVID-19 illness.** Prepare participant and personnel records, facility floor plans, and shift/attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all participants and staff who were in contact with the infectious staff member within 6 feet for 15 minutes or more. Implement measures recommended by the Health Department.

Key Practices



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH CLEAN FACE COVERING



PERFORM DAILY HEALTH SCREENINGS

Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist.
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and conduct education.
- ✓ Post a copy of Public Health Reopening Protocol in a conspicuous location that is visible to staff and participants and post to your website.

Helpful Contact Information

- If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.
- Additional resources, including a printable COVID-19 Business Toolkit Signage, is available at <https://www.cityofpasadena.net/covid-19/#info-for-businesses>.

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST

DAY CAMPS

REDUCING RISK OF COVID-19 TRANSMISSION

Day camps must implement all applicable measures listed below. All policies described in this checklist, other than those related to terms of employment, are applicable to staff of delivery and other third party companies who may be on the premises.

Designate one individual (e.g., camp nurse or healthcare provider) to oversee all COVID-19 concerns, including planning and implementation of all items. All camp staff and families should know who this is and how to contact this person. This individual 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.

Submission of Protocols to a City Department is not required unless explicitly requested.

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOLS	
Day Camp Name: <input type="text"/>	
Person in Charge: <input type="text"/>	
Title: <input type="text"/>	
Phone Number: <input type="text"/>	Date: <input type="text"/>

MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the participants have been prioritized.
- Measures are instituted to assure services for participants who have mobility limitations and/or are at high risk in public spaces.

ADDITIONAL PROTOCOLS IN ORDER TO REOPEN (if applicable)

Additional protocols relevant to operations must also be followed:
<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>

- Public Pools – Public Health Reopening Protocol

EXTERNAL COMMUNICATION

- Post signage reminding participants to maintain a distance of at least six feet at all times. If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing staff/participants/the public to wear a face covering at all times, and to remain at home if experiencing any symptoms including fever of 100°F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, headache, muscle ache, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Consult the CDC website for the most current list of COVID-19 symptoms.
- Communicate the day camp's new protocols by posting information on your website and social media pages regarding new protocols, including physical distancing measures, use of smaller, consistent groups of participants, and the use of face coverings.
- Post a copy of this Protocol in a conspicuous location that is easily visible to staff, participants, and the public.
- Provide copies of the Protocol to all staff.

INTERNAL COMMUNICATION & TRAINING AND RECORDS

- Provide training to staff on all sections of the public health protocols including:
 - Information on [COVID-19](#).
 - How to identify [symptoms](#) of COVID-19 and how to self-screen and conduct symptom checks.
 - The importance of not coming to work if staff is sick and/or experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face coverings ([Face Covering FAQs](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the staff member may be entitled to receive that would provide financial support to stay at home while ill. Provide information on government programs supporting sick leave and workers' compensation for COVID-19, including staff member's sick leave rights under the Families First Coronavirus Response Act, the staff member'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.
- Maintain records of each staff member's schedule and work area or assignment.
- Maintain records of all participant activities and group assignments.
- 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 local health officials, staff and families in a prompt and responsible manner.
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

PROTECTION OF STAFF AND PARTICIPANT HEALTH

Staff Health Screening

- Conduct daily symptom checks (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea) before or upon arrival. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Send staff home immediately if they arrive sick or become sick during the day. Encourage sick staff to contact their medical provider. Staff who need information on health insurance or providers can call 211.
- Notify all staff that they are not to come to work if sick or if they are exposed to a person who has COVID-19. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19 and self-quarantine for 14 days from last contact with someone with COVID-19. Quarantine must be maintained for 14 days, even if test results are negative (no virus detected). Staff diagnosed with COVID-19 by a physician or through laboratory testing may not return to work without a letter of clearance from the Pasadena Public Health Department.
- Require any sick staff to stay home for at least 10 days or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- Monitor staff absenteeism and have a roster of trained back-up staff where available.
- Review and modify workplace leave policies to ensure that staff are not penalized when they stay home due to illness.
- Institute a plan in the event that one or more employees is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the employee at home and self-quarantine of everyone that came into contact (within 6 feet for 15 minutes or more) with the ill employee. The plan should also include options for all employees identified as contacts to be tested for COVID-19 with an FDA-approved PCR test (not a blood test). However, contacts must still maintain quarantine for 14 days, even with a negative test.

Participant Health Screenings

- Participants should not enter the day camp if experiencing symptoms. Screen for symptoms prior to the participant entering the location/facility (fever of 100°F or above, cough, shortness of breath or difficulty breathing, sore throat, chills, headache, muscle ache, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea). Consult the CDC website for the most current list of COVID-19 symptoms.
- If possible, screen for fever 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 properly cleaned and disinfected after each use, and protective sleeves should be used.

PHYSICAL DISTANCING AND OTHER MEASURES

Physical distancing must be observed and enforced by the day camp operator.

Increased Physical Distancing

- When possible, stagger arrival and departure times for participants, and/or utilize methods that do not promote gathering of crowds such as curbside drop off and pick up.
- Reconfigure all spaces used by staff or participants (office spaces, breakrooms, workstations, recreational spaces, dining areas) to allow for at least six feet of distance between individuals, as possible. Use measures such as physical partitions or visual cues (floor markings, colored tape, or signs) to indicate where people should sit or stand. When six feet of physical distancing is not possible, consider installing physical barriers that can be disinfected.
- Review foot traffic flows and make changes if needed to permit physical distancing during staff and participant activities. Place maps and visual markings on floors to inform participants and staff of the flow of people at the site (for example, during participant drop off and pick up).
- Design activities that allow for six feet or greater of physical distance between individuals and groups.
- Where possible, provide outdoor break areas with shade covers and seating, and encourage staff to take breaks alone.
- Participants must remain in their assigned program group throughout the day, and there can be no interaction with other groups. All groups must remain six feet apart to prevent groups from mixing. When possible for youth programs, participants should be grouped by household. Participant groups should remain consistent and stable.
- Indoor and outdoor facilities for each group must be pre-designated for certain staff and participant groups. Identify specific rooms/amenities that will be accessed by each group. For outdoor activities, the areas must be designated with cones or other delineators and should be separated from general use areas. A daily program and activity should be posted with rooms and facility amenities to be used clearly identified to avoid overlap such that different groups do not come into contact with each other.
- Each day camp group will need to remain in a separate indoor or outdoor area, and rotation of areas can only be performed if the area is cleaned, sanitized and disinfected prior to a new program group using. Group rotations must always adhere to the six feet physical distancing.
- Lower occupancy limits if necessary to maintain physical distancing and establish waiting areas when needed.
- Assign a staff person to manage and direct the flow of people at entrances and exits, and throughout the site.
- Require staff and participants to not use handshakes and similar greetings that break physical distance.
- Visitors and volunteers are prohibited. Only assigned staff should interact with participants.
- For activities that generate respiratory droplets such as heavy exertion or singing, increase the distance between individuals to at least 8 feet and try to do these activities outside.

Reduced Contact

- Offer any transactions or services that can be handled remotely online.

- Assign each staff member individually-assigned tools, equipment, and defined workspace, and minimize or eliminate shared, held items.
- Install hands-free devices as possible, such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- Prop doors and gates open where possible and lower risk to reduce touching of handles. Adhere to fire and accessibility codes. Doors and gates that exist as part of a pool enclosure may NOT be propped open at any time.
- All transportation programs are required to fully adhere to COVID-19 guidelines.
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces.
- Limit sharing of objects and equipment, such as toys, games and art supplies, otherwise clean and disinfect between uses.

Scheduling

- Limit the number of staff who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- Keep group sizes as small as possible. Groups are recommended not to exceed twelve (12) participants.
- Keep group assignments consistent for the full duration of the camp, to the extent possible, for both staff and participants.
- Group staff into teams and schedule them consistently, by team, on the same shifts to reduce potential exposures.
- Provide time for staff to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the staff job duties. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

Face Coverings*

- Provide, at no cost, a cloth face covering for all staff, and instruct staff to wear a clean (washed daily), cloth face covering at all times while on site or at work. Face coverings are optional when alone in a room or private office. **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.**
- Require staff and participants to wear face coverings at all times while at the day camp, to the extent possible.
- Implement physical distancing of 6 feet or greater at all times, including at snacks and meals when coverings cannot be worn.

** Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement. Children under age 2 years should not wear a face covering. Refer to the [Face Covering FAQs](#) document for additional information on use and care of the face covering.*

Hand Hygiene

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles. Install additional handwashing stations if needed.
- Instruct staff and participants to wash hands upon arrival and at departure, before and after eating, and as otherwise necessary. Teach participants and staff proper cough etiquette and hand washing techniques.
- Designate a staff person to check handwashing stations frequently and restock as needed.
- Participants and staff must wash or use hand sanitizer to clean their hands every 60 minutes and between programs and activities.
- 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.
- Provide hand sanitizer effective against COVID-19 (at least 60% alcohol) in day camp areas, and also in areas where a hand sink is not available.

Gloves and Protective Equipment

- Provide disposable gloves for staff handling items used by participants, for workers using cleaners and disinfectants, for staff who handle commonly touched items, and for staff who provide temperature screenings.
- Provide other personal protective equipment (PPE), such as eye and face protection, as necessary.

Restrooms

- Place trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.
- Increase frequency of cleaning and disinfection of restrooms.
- Ensure that restrooms stay operational and stocked at all times.

Meals and Snacks

- Lunch and snacks brought from home by participants must be in a container with the participant's name listed on it and stored with their personal items.
- Schedule time for handwashing before and after mealtimes.
- Stagger mealtimes for different program groups.
- If a meal or snack is offered as part of the programming, it must be pre-packaged instead of buffet or family-style. Ensure proper hand hygiene before and after serving food and use of gloves and PPE when handling food and food related items.
- Ensure the safety of children with food allergies.
- Remove all unpackaged food and beverages that may be offered to staff or participants.
- Make water fountains available for filling water bottles only, and disinfect frequently.
- Lunch and snack areas must be set up to provide at least 6 feet of separation between each participant and be disinfected and sanitized by staff after each use.

- Food and utensils may not be shared among participants.
- 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.

Deliveries and Vendors

- Review work flows and make changes if needed to permit physical distancing during pickups and deliveries.
- When other parties (truck drivers, delivery agents, vendors) play a role in the work flow, instruct them to wear face coverings and to comply with symptom checks and physical distancing.

SANITIZATION AND CLEANING

- Develop a sanitization plan that identifies the surfaces to be disinfected, the frequency, and the person assigned to the task. Use an [Environmental Protection Agency \(EPA\)](#) registered product that is effective against COVID-19, and follow label instructions for required contact time and ventilation.
- Provide disinfectant and related supplies in multiple locations readily available to staff.
- Provide personal protective equipment (PPE) for staff who clean and disinfect surfaces appropriate to the chemicals that they are using.
- Disinfect items touched by participants.
- Tables and countertops must be cleaned and sanitized before and after each use.
- When cleaning, air out the space before participants arrive; plan to do thorough cleanings when participants 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.
- Refrigerators and other storage areas must be cleaned daily.
- Disinfect shared equipment between shifts or between users, whichever is more frequent. Disinfect high-contact, commonly-used surfaces before and after each use, including all tools, and other equipment.

BUILDING SAFETY

- Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).
- Consider HVAC upgrades to improve air filtration and increase fresh air ventilation. Clean HVAC intakes and returns daily and maintain systems to increase ventilation.
- If opening windows poses a safety or health risk, consider alternate strategies for improving air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- If fans such as pedestal fans or hard mounted fans are used in the facility, take steps to minimize air from fans blowing from one person directly at another individual.