

## PUBLIC HEALTH REOPENING PROTOCOL DAY CAMPS

Recent Updates: (Changes are highlighted in yellow)

6/16/21:

- **Updated to align with revised state guidance.**

This guidance is intended for organizations operating indoor and outdoor day camps and other organized, supervised youth activities outside of normal school hours. It is not intended for [TK-12 Schools](#), [Early Care and Education](#) programs such as licensed preschools and day care programs, or organized [Youth Sports](#). This guidance is not intended for Programs Providing Day Care for School-Aged Children during normal school hours. This protocol does not apply to Overnight Camps, which are required to operate in accordance with the [State Guidance for Overnight Camps](#).

Any Day Camp that plans to provide day care for school-aged children and extend their operations beyond the limits of their childcare license, or beyond the limits of their license-exempt status, must communicate with their Community Care Licensing Regional Office to determine if they are required to secure an emergency waiver from additional licensing requirements. For additional information on childcare waivers see the State's Guidance and FAQs Regarding Waivers for Child Care: [Provider Information Notice \(PIN\) 20-22-CCP](#).

### COVID-19 Compliance Coordinator and Public Health Review

- The day camp must designate a COVID-19 Compliance Coordinator to review and complete this protocol checklist, implement all items, be on-site and responsible to ensure staff and participants are compliant with requirements.
- All other Day Camps that do not meet the description above must register with the Pasadena Public Health Department 10 days prior to the start of operation by completing the [Day Camp Registration](#) form. Acceptance of your submission is not approval to begin operation. For organizations that operate multiple locations, one form must be completed for each site.
- Day Camps are required to obtain all necessary permits and approvals to operate which may include (but is not limited to) health permits for food and pool operations, Fire Department approval, park permits, and a Business License.
- Day camps that provide food to participants will be required to upload a copy of the foodservice provider's health permit. Day camps that utilize a pool will be required to upload a copy of the pool's health permit.

- Day camps are employers, and are required to comply with the [Cal/OSHA COVID-19 Emergency Temporary Standards](#).

## 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 or receiving a positive test (if asymptomatic).** Day camp operators must call (626) 744-6089 or email [nursing@cityofpasadena.net](mailto: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 within 6 feet of the infectious individual for a cumulative 15 minutes or more in a 24-hour period, or other individuals as requested by the Health Department. 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 A HIGH QUALITY MASK



PERFORM DAILY HEALTH SCREENINGS

## Steps to Reopen

- ✓ Complete and submit the Public Health Reopening Protocol Checklist into the [Day Camp Registration Portal](#).
- ✓ Implement all applicable sections of 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>.

## Resources

- Centers for Disease Control and Prevention (CDC) – [Schools Decision Tree to Reopening](#)
- [Additional resources, including a printable COVID-19 Business Toolkit Signage](#)
- California Department of Public Health – [Vendor list to purchase personal protective equipment](#)
- California Department of Industrial Relations – [Cal/OSHA COVID-19 Emergency Temporary Standards](#)

## 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.*

DAY CAMP INFORMATION			
Day Camp Name:			
Day Camp Address:			
Start Date:		End Date:	
LOCATION TYPE (SELECT ONE)			
<input type="checkbox"/> Outdoor Day Camp <input type="checkbox"/> Indoor Day Camp <input type="checkbox"/> Day Camp Activities Occur both Indoors and Outdoors			
COVID-19 COMPLIANCE COORDINATOR			
Name:		Signature:	
Phone:	Email:		
ATTENDANCE AND STABLE GROUPS			
Total Number of Participants per Day:		Number of Participants per Stable Group:	

### 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.

## EXTERNAL COMMUNICATION

- Post signage to promote physical distance. 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 mask at all times when indoors, 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 protocols by posting information on your website and social media pages regarding protocols, including physical distancing measures, use of smaller, consistent groups of participants, and the use of face masks.
- 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 they are experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
  - Proper use and care of face masks ([CDC guidance on masks](#)).
  - Physical distancing measures, sanitization, and handwashing.
  - Proper safety protocols for use of disinfecting solutions.
  - Information on employer or government sponsored leave benefits the employee may be entitled to receive that would provide financial support to stay at home while ill. Provide additional information on [government programs](#) supporting sick leave and workers' compensation for COVID-19, including employee's sick leave rights under the [2021 COVID-19 Supplemental Paid Sick Leave Law](#).
- 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

### Access to the Vaccine

Individuals ages 12 years and older are currently eligible to obtain a vaccine that protects against COVID-19. Provide information and registration assistance to staff and participants and families. Individuals may sign up at [myturn.ca.gov](https://myturn.ca.gov), call the CA COVID-19 Hotline 1-833-422-4255, or may call the Pasadena Citizen Service Center at 626-744-7311 for assistance. Links to vaccine appointments at pharmacies and other federal, state, and county sites are available at the [PPHD website](#).

### Staff Health Screening

- Screenings must be conducted before staff and visitors enter the workspace. 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. The screening prior to arrival must include asking if the employee has had contact with a person known to be infected with COVID-19 in the last 10 days, and whether the individual is currently under isolation or quarantine orders. 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 staff that they are not to come to work if sick or if they are exposed to a person who has COVID-19. Employers must comply with [Cal-OSHA Emergency Temporary Standards](#) for quarantine and isolation, if stricter than the Pasadena Public Health Department (PPHD). For the purposes of PPHD, staff who are [fully vaccinated](#) for COVID-19 do not need to quarantine after exposure to someone with COVID-19 if asymptomatic, and may come to work if asymptomatic. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19. It also requires **exposed unvaccinated** individuals to self-quarantine for 10 days from last contact with someone with COVID-19. Anyone who is a close contact with someone with COVID-19 must check for symptoms for 14 days regardless of vaccination status. The staff person must isolate from others immediately if symptoms develop within 14 days of exposure. Quarantine must be maintained for 10 days, even if test results are negative (no virus detected).
- 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 staff is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the individual at home and self-quarantine of everyone that came into contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period, regardless of whether a mask was worn) with the ill staff person, except fully vaccinated individuals who are asymptomatic. The plan should also include options for all staff identified as contacts to be tested for COVID-19 with an FDA-authorized PCR test (not a blood test) if they are not fully vaccinated. Contacts must still maintain quarantine for 10 days, even with a negative test, if they are not fully vaccinated.

### **Participant Health Screenings**

- 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.
- Consider conducting visual wellness checks of all campers upon arrival; this could include taking campers' temperatures at the beginning of each day with a no touch thermometer. If no touch thermometers are not available, reported temperature assessment is acceptable.
- 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) and ask whether the individual is currently under isolation or quarantine orders. Consult the CDC website for the most current list of COVID-19 [symptoms](#).

### **Arrival and Departure**

- Limit the number of persons in the camp to the number appropriate for maintaining the recommended physical distancing.
- Assign a staff person to manage and direct the flow of people at entrances and exits, and throughout the site.
- If transport vehicles are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (e.g. hand hygiene, masks, and physical distancing). Open windows and maximize space between campers and the driver where possible.
- Minimize contact between staff, participants, and families at the beginning and end of the day.
- Stagger arrival and drop-off times and locations.
- Designate routes for entry and exit, using as many entrances as feasible.
- 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 while traveling through the facility. Create one-way routes in hallways.

- Masks are required for everyone in transport vehicles.

### Stable Groups

- Camp activities, indoor and outdoor, are conducted in stable groups that maintain physical distancing among campers and staff whenever possible. “Stable” means the same campers and staff are in the same group each day as much as possible.
- It is recommended that campers should remain in the same space and in stable groups as small and consistent as practicable. Keep the same campers and staff with each stable group and include campers from the same family in the same group, to the greatest extent practicable.
- The maximum size of stable groups is limited by the number of campers that allows all campers in the group to maintain physical distancing of 3 feet from all other campers, if possible, within the available program space. Staff should maintain 6 feet of distance from campers and from other staff.
- Note: Any camp currently operating under the authority of an emergency child care waiver approved by California Department of Social Services Community Care Licensing Division, should ensure stable group size(s) do not exceed the maximum number of children for the approved space(s) permitted by the waiver. Camps may still be required to maintain stable groups smaller than the maximum permitted by the waiver, in order to comply with the physical distancing requirements established in this protocol.
- If there is an exposure to COVID-19 infection in a stable group, all members of the stable group (participants, leaders, etc.) will require immediate self-quarantine unless they are fully vaccinated.

### PHYSICAL DISTANCING MEASURES

- It is recommended to limit the number of campers per stable group, both indoors and outdoors, to ensure the following:
  - Three feet distance between campers
  - Six feet distance between campers and staff
  - Six feet distance between staff
  - Six feet distance between stable groups
- Camp activities, indoor and out, are carried out in stable groups that maintain physical distancing among campers and staff whenever possible (“stable” means the same campers and staff are in the same group each day as much as possible). It is recommended that campers remain in the same space and in stable groups as small and consistent as practicable. Keep the same campers and staff with each stable group and include campers from the same family in the same group, to the greatest extent practicable. The maximum size of stable groups is limited by the number of campers that allows all campers in the group to maintain physical distancing of 3 feet from all

other campers within the available program space. Staff should maintain [Cal/OSHA-required distancing](#) from campers and from other staff.

- ❑ Maximize space between seats, desks, and play spaces. It is strongly recommended to establish separation of campers by configuring seats three feet apart, providing partitions between seats, placing markings on floors, or arranging seats to minimize face-to-face contact.
- ❑ Limit group and extracurricular activities to those in which participants and activity leaders can maintain physical distancing and that support proper hand hygiene.
  - Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
  - Develop instructions for maximizing spacing and minimize movement that are easy for children to understand and are developmentally appropriate.
  - Restrict nonessential visitors and volunteers.
  - Discontinue activities involving multiple groups at the same time.
  - Restrict communal activities. If this is not practicable, stagger use, properly space occupants, keep groups as small and consistent and disinfect in between uses.
  - Use alternative spaces such as cafeterias and outdoor space.
- ❑ For activities that generate respiratory droplets such as heavy exertion or singing, increase the distance between individuals to at least 8 feet and do these activities outside.

### Dividing Large Indoor Spaces

- ❑ If a facility utilizes large rooms, they can be separated into smaller areas. It is recommended that each area be limited to the number of campers that allows all campers to maintain minimum three-foot distance from each other and minimum six feet distance from staff and six feet between staff within the available space, whichever total is smaller. A very large indoor space, such as a gymnasium or multipurpose room, that is divided into smaller areas, it is recommended that the space be used by no more than three stable groups (90 campers maximum) at any one time. The following precautions should be taken when rooms are divided:
  - Fire, safety and environmental regulations must be considered when placing dividers.
  - Room dividers should reach from the floor to a height of at least 8 feet and be made of non-porous material that can be regularly cleaned.
  - Room dividers should be placed in a manner that maximizes ventilation and air flow to permit healthy temperature control and removal of contaminants.
  - Room dividers must be secured to the floor in a manner that minimizes the risk of slips, trips, and falls.
  - Once divided, each area should leave enough room for physical distancing.

- Divided rooms must be designed so that a stable group of campers can enter and exit without passing within 6 feet of another group. If there are 2 doors into a room, it is recommended that each group of campers have a dedicated door that only they use to enter and exit the space.
- ❑ An exit route (means of egress) must be available to campers on each side of a divided room. Each area must have a continuous and unobstructed path from any point within the area to a place of safety.
- ❑ Signs should be posted on or near dividers indicating pathways to exits and use of these pathways should be practiced in evacuation drills to assure safety in case of emergency. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.

### 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, to the extent possible.
- ❑ 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.
- ❑ 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 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 Masks\*

- ❑ Measures are in place to ensure use of appropriate face masks by all staff, campers, and visitors at all times when indoors. It is recommended that unvaccinated adults and children who are outdoors wear a mask when unable to maintain 6 feet from others at

all times.

- ❑ Anyone entering day camp **buildings or transports** (buses as well as day camp buildings) who has contact with others (campers, parents, or other employees) is required to wear a face mask.
- ❑ Provide, at no cost, a 2-or more layer cloth face mask and/or disposable masks for all employees who have contact with the public or other employees, and instruct employees to wear a clean (washed or replaced daily). Employees who have been instructed by their medical provider that they should not wear a face mask 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 may not be used. Face masks are optional when alone in a room or private office.
- ❑ [Double masking](#), as described by the CDC, can increase protection if it improves the seal and filtration, so one option is wearing a multi-layer disposable mask with a multi-layer, well-fitting cloth mask that pulls the edges of a disposable mask against the face.
- ❑ **Employees that are in a setting where they are in close contact with other people who may not be fully vaccinated (including children from age 2 to age 11) should be offered and should consider wearing higher level of protection, such as wearing two masks (“double masking”) or a respirator (e.g., KN95 or N95). This is particularly important if the employee is not fully vaccinated and is working in an indoor or crowded outdoor setting.**
- ❑ Prohibit employees from eating or drinking anywhere inside the workplace other than designated break areas (staying at least 6 feet apart, outside if possible) to ensure face masks are worn consistently and correctly.
- ❑ All employees must wear face masks **when indoors** except when working alone in private offices with closed doors or when eating or drinking, in compliance with Cal-OSHA Emergency Temporary [Standards](#) and the CDPH [Guidance](#) for the Use of Face Coverings.
- ❑ To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others. At all times when eating or drinking, employees must maintain at least a six-foot distance from others. When eating or drinking, it is preferred to do so outdoors and away from others, if possible. Eating or drinking at a cubicle or workstation is preferred to eating in a breakroom if eating in a cubicle or workstation provides greater distance from and barriers between workers.
- ❑ All visitors and campers are required to wear masks **indoors** while at camp, except while swimming, napping, eating/drinking, or engaging in outdoor activities that require heavy exertion (such as jogging). These heavy-exertion activities should be done while maintaining at least 8 ft of distance from others. This applies to all adults and to children 2 years of age and older. Individuals who have been instructed not to wear a mask by their medical provider are exempt from wearing one.

- To support the safety of your employees and visitors, a mask should be made available to visitors who arrive without them.
- Implement physical distancing **as much as possible**, including at snacks and meals when masks cannot be worn.

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

## **Hand Hygiene**

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles. Install additional handwashing stations if needed.
- Designate a staff person to check handwashing stations frequently and restock as needed.
- Teach campers the following personal protective measures:
  - Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom
  - Avoid touching your eyes, nose, and mouth
  - Cover coughs and sneezes
  - Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow
- Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.
- Campers and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- Staff should model handwashing. For example, for younger campers, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- 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.
  - Campers and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
  - Children under age 6 years 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.

## **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.
- Restrooms and other common areas are disinfected frequently, but no less than once per day during operating hours.
- Ensure that restrooms stay operational and stocked at all times.

### **Meals and Snacks**

- Practice physical distancing when eating or eat within their smaller group, instead of in a communal dining hall or cafeteria. Ensure the safety of children with food allergies.
- 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.
- If a meal or snack is offered as part of the programming, **consider offering** pre-packaged boxes or bags for each attendee 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.
- Schedule time for handwashing before and after mealtimes.
- Stagger mealtimes for different program groups.
- Water fountains may be available for use.
- Food and utensils may not be shared among participants.

## **PERFORMANCE ARTS ACTIVITIES**

### **Music Activities**

- Any activity that requires participants to remove their face masks (e.g., playing brass or wind instruments) may only be done as a group if campers are spaced at a minimum of 8 feet from one another (10 feet is preferred) and if the activity is held outdoors. However, individuals may practice such activities alone indoors in a studio or practice room.
- For activities that generate profuse respiratory droplets such as singing, increase the distance between individuals to a minimum of 8 feet and engage in these activities

outside only. Individual singers may practice alone or with a single instructor present while indoors in a studio or practice room. Increased distance between the singer and instructor is recommended (10 feet preferred).

- Limit the exchange (or sharing) of any instruments, parts, music sheets, or any other items.
- Use disposable absorbent pads or other receptacles, where possible, to catch the contents of spit valves or water keys; discard or clean properly after use.
- Consider using “bell covers” for the openings of brass instruments and specially designed bags with hand openings for woodwind instruments to minimize the generation of droplets and aerosols.

### **Theater Activities**

- Campers and instructors in theater activities must wear face masks at all times and ensure that all participants maintain a 6-foot physical distance at all times or an 8-foot physical distance if the participants are enunciating (for example, those in a theater workshop).
- Limit, where possible, sharing of props, costumes, and wigs. If they must be shared, choose props, costumes and other materials that can be more easily disinfected. All props must be disinfected before first use on the set, and between uses by different actors. All shared clothing must be cleaned after each use. All wigs or other shared prosthetics must be disinfected after each use.
- Clean dressing rooms, green rooms, and production areas using a disinfectant from EPA’s List N: Disinfectants for COVID-19.
- Consider holding virtual or outdoor rehearsals and performances instead of indoor.

### **Dance Activities**

- Campers and instructors must wear face masks at all times while indoors. Masks may be removed momentarily to drink water; during water breaks, campers should be reminded to maintain a 6-foot physical distance at all times. Campers should be reminded to limit their exertion to a level that is comfortable while wearing a face mask and to take frequent breaks from exercise if they begin to experience any difficulty breathing. Masks should be changed if they become wet if they stick to a person’s face or if they obstruct breathing.
- For activities that generate respiratory droplets such as heavy exertion, increase the distance between individuals to 8 feet.
- Maximize use of outdoor space for practice and performance as much as possible.

### **Music Recording**

- Singing or playing of wind instruments in sound booths/recording booths is not permitted at this time due to the large amount of respiratory droplets released into a relatively small, confined indoor space.

- Other instrumental music may be recorded using a sound booth; however, a minimum of 6 feet of physical distance must be maintained between all musicians at all times.
- Before the booth is used by another musician or group of musicians, the booth should be well ventilated (consider use of an air purifying device) to promote full air exchange and equipment (e.g., microphones) should be cleaned and disinfected.

## Deliveries and Vendors

- When other parties (truck drivers, delivery agents, vendors) play a role in the work flow, instruct them to wear face masks and to comply with symptom checks and physical distancing.

## CLEANING AND DISINFECTION

- Develop an appropriate plan, in adherence with [CDC Guidance](#) that identifies the surfaces to be cleaned and 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.
- Disinfect commonly touched surfaces such as doorknobs, railings, light switches, handles, faucets, trashcans, fixtures, dispensers, vending machines, credit card machines, pens, printers, phones, keyboards, staplers, fax machines, time clocks, counters, and protective barriers daily.
- Disinfect items touched by participants including equipment and art supplies daily.
- Increase cleaning and disinfection frequency to more than one time per day for surfaces that are in high traffic areas, items that are shared among participants, or for surfaces that are exposed to unmasked individuals such as dining tables.
- Provide disinfectant and related supplies in multiple locations readily available to staff.

## BUILDING SAFETY

### Water Safety

- To minimize the risk of Legionnaire's disease and other diseases associated with water, take steps to ensure that all water systems and features (e.g., drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown. This includes proper flushing and may require additional cleaning steps (including disinfection). Refer to CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation: <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

## Ventilation

- Consider HVAC upgrades to improve air filtration (targeted filter rating of at least MERV 13) and increase fresh air ventilation.
- Where possible, install portable high-efficiency air cleaners, upgrade the building's air filters, and make other modifications to increase the quantity of outside air and ventilation in all working areas.
- Consider opening windows, if feasible, safe, and compliant with the California Retail Food Code, the Fire Code and ADA requirements.
- If fans such as pedestal fans or hard mounted fans are used, take steps to minimize air from fans blowing from one person directly at another.
- Review and follow the California Department of Public Health's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).