

PUBLIC HEALTH REOPENING PROTOCOL DAY CAMPS

Recent Updates:

4/20/2022:

- This document replaces and supersedes the previous version posted on 6/16/21

Due to the ongoing risk posed by COVID-19 to the Pasadena community and the unpredictable course of the pandemic, it is crucial to continue to take precautions to reduce COVID-19 spread. These risk mitigation measures can help reduce disruption to day camp operations, protect our community including those most at risk for severe disease, as well as to slow the development of new variants that may be able to evade our immunity. The guidance below is specific to day camps and is designed to reduce the risk of disease transmission and outbreaks in those settings. Please note that businesses such as day camps are free to be more restrictive in their safety requirements than the City of Pasadena orders mandate.

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.
- Day camps are required to obtain all necessary permits and approvals to operate including health permits for food and pool operations, Fire Department approval, park permits, and a Business License.
- Day camps are employers, and are required to comply with the [Cal/OSHA COVID-19 Emergency Temporary Standards \(ETS\)](#).

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.

- **Strongly encourage all workers (paid employees and volunteers) and participants to be up-to-date on COVID-19 vaccination and boosters.**
- **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 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/public-health/covid-19-testing-info/> and <https://dhs.lacounty.gov/covid-19/testing/>.

- **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).
- **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. Implement measures recommended by the Health Department.

Key Practices



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>.

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:		

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 distancing, when possible. If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing staff/participants/the public of the **strong recommendation** for all individuals age 2 years or older to wear a face mask at all times when indoors, and the **requirement** to remain at home if experiencing any symptoms of COVID-19. 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. It is also recommended to communicate any additional protocols that may be implemented if there are COVID-19 case(s) among the day camp participants, staff, or the wider Pasadena community. This includes institution of systems to allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- 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

- 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.

PROTECTION OF STAFF AND PARTICIPANT HEALTH

Access to the Vaccine

Individuals ages 5 years and older are currently eligible to obtain a vaccine that protects against COVID-19, with boosters available for all individuals age 12 years and older (Individuals age 5-11 may be eligible for an additional dose of COVID-19 vaccine for qualifying moderate-to-severe immune compromising conditions). Provide information and registration assistance to staff, participants and families. Individuals may sign up at 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

- All employees (including paid staff and volunteers) have been instructed to stay home from work if sick. Any employee experiencing new onset of [symptoms](#) consistent with COVID-19 is strongly recommended to undergo diagnostic testing with an FDA-authorized COVID-19 test, including self-administered over-the-counter (OTC) tests. Anyone testing positive or who is told by a health care provider that they are suspected to have COVID-19 must follow the City of Pasadena [Home Isolation Instructions](#). Symptomatic employees who do not consult their medical provider or take a diagnostic COVID-19 test must isolate for a minimum of 10 days from symptom onset, until symptoms are resolved or significantly improved with no fever in the past 24 hours (without use of fever-reducing medications).
- Screenings are strongly recommended to be conducted before staff and visitors enter the workspace. Conduct daily symptom checks before or upon arrival, including 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. Employers must comply with [Cal-OSHA Emergency Temporary Standards](#) for quarantine and isolation, if stricter than the Pasadena Public Health Department (PPHD).
- 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 viral diagnostic test) with COVID-19. The plan should include immediate isolation of the individual at home and notification of exposure to all confirmed or potential close contacts. The plan should also include options for all staff identified as confirmed or potential close contacts to be tested for COVID-19 with an FDA-authorized PCR test.
- Employers may consider developing a worker COVID-19 testing program offering weekly testing of all workers who may encounter other workers, support staff, or attendees. Testing workers not fully up to date on their COVID-19 vaccination should be the priority.

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 those who are not up to date on vaccination and have recently had close contact with a person with COVID-19 to stay home and test on day 3-5 after last exposure.

- ❑ It is strongly recommended to screen for symptoms prior to the participant entering the location/facility 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](#).
- ❑ The facility may follow [Decision Pathways for Symptoms in TK-12 Schools](#) for persons who screen positive for symptoms prior to entry to the facility. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had a positive COVID-19 test in the past 10 days. Symptom checks are recommended before visitors enter the facility. Checks should include a check-in concerning symptoms consistent with possible COVID-19 infection listed in the Decision Pathways. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ❑ Monitor staff and campers throughout the day for signs of illness; send home campers and staff with symptoms consistent with COVID-19 infection. Send persons to the appropriate medical facility rather than their home if necessary.
- ❑ Consider requiring or recommending weekly COVID-19 testing for attendees during the period they are attending the camp. Over-the-counter (OTC) self-testing is acceptable. Results of OTC tests communicated via self-report are acceptable even if independent verification is not available.
 - Note: Screening testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.

Arrival and Departure

- ❑ If transport vehicles are used by the camp, drivers are strongly recommended to 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. Avoid using recirculated air options while there are passengers in the vehicle; use the vehicle's vents to bring in fresh outside air.
- ❑ Stagger arrival and drop-off times and locations, as practicable.
- ❑ Masks are strongly recommended for everyone in transport vehicles.

If Staff or Campers Become Ill

- ❑ Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. A shady outdoor space where the ill person can maintain distance from others while still being monitored while waiting to be picked up for transport home can be a good option.
- ❑ Ensure they are wearing a surgical mask if they are over the age of 2 and do not have problems putting on or removing the mask or have issues breathing with the mask on.
- ❑ The campers or staff exhibiting symptoms should remain in the isolation room or area until they can be transported home or to a healthcare facility, as soon as practicable.

- ❑ Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate. Call 9-1-1 without delay if indicated, including if the individual develops persistent pain or pressure in the chest, confusion, or bluish lips or face.
- ❑ Advise sick staff members and campers not to return until they have met the criteria to return to the camp site as outlined in the [Decision Pathways](#) for symptomatic persons.
- ❑ Upon being informed that a staff member or camper tests positive for COVID-19, the facility is required to instruct the infected person to isolate themselves at home and to notify all persons at the camp who were exposed to the infected person. Exposure management may differ for individuals depending on such things as vaccination status or recent recovery from prior COVID-19 infection. See public health guidance on [isolation](#) and [quarantine](#) for additional details.
- ❑ Day camps are required to notify PPHD of all individuals with confirmed COVID-19 who were on site at any point within the 14 days prior to the illness onset date. The illness onset date is the first date of COVID-19 symptoms, or the COVID-19 test date, whichever is earlier.
 - Cases should be reported within 1 business day of the day camp learning of the case.
 - The day camp Compliance Lead submits this information to PPHD. If needed, additional time may be requested. Secure (encrypted) online email via nursing@cityofpasadena.net is the preferred method for notifying PPHD of COVID-19 exposures; or call (626) 744-6089/FAX (626) 744-6115.
- ❑ In the event that 3 or more COVID-19 cases are identified within the facility in a span of 14 days, the employer should immediately report this cluster to PPHD using the reporting method described above. PPHD will work with the day camp to determine whether the cluster is an outbreak requiring a public health outbreak investigation.
- ❑ Camps operators may refer to the [Exposure Management Plan Guidance in TK-12 Schools](#) for detailed requirements and recommendations around reporting and notifications.
- ❑ Close off indoor spaces used by any sick person and do not reopen for use before cleaning and disinfection. If possible, wait 24 hours before cleaning and disinfecting the area.
- ❑ 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.
- ❑ In consultation with PPHD, the appropriate camp official may consider if closure is warranted and length of time of closure based on the existing risk level within the specific community.

PHYSICAL DISTANCING MEASURES

- ❑ Maximize space between seats, desks, and play spaces

- For activities that generate respiratory droplets such as heavy exertion or singing, it is recommended to increase the distance between individuals and do these activities outside whenever feasible.
- Minimize the presence of nonessential visitors and volunteers
- Use alternative spaces as needed, including maximizing regular use of outdoor space, weather permitting, and the use of cafeterias and other large indoor spaces to allow physical distancing.
- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to assist camp staff and attendees to avoid crowding when in lines and at other times (e.g., directional guides for creating “one-way routes” in hallways, dining areas).

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 to reduce the touching of handles and lower risk. 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, as practicable, and clean and disinfect at least daily.
- Keep each camper’s belongings separated and in individually labeled storage containers, cubbies or areas.

Face Masks*

- Measures are in place to support use of appropriate face masks by all staff, campers, and visitors at all times when indoors.
- Anyone entering day camp facilities or transports (buses as well as day camp buildings) who has contact with others (campers, parents, or other employees) is strongly recommended to wear a face mask.
- Provide at no cost, upon request, for voluntary use, a medical-grade face mask and/or respirators (e.g., KN95 or N95) for all employees who have contact with the public, campers or other employees. Masks with one-way valves may not be used. Consider offering masks to campers if they do not have a mask, or communicating to parents to send campers with replacement masks in the instance that one becomes soiled.
- [Double masking](#), as described by the CDC, can increase protection if it improves the seal and filtration. One option is to wear a multi-layer disposable mask under 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 5) 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. Employers are required to provide, upon request, for voluntary use, well-fitting medical masks and respirators at no cost to their employees, who work indoors and have contact with others. Please note, that CAL/OSHA requires that employers provide respirators upon request for voluntary use to any unvaccinated employee who is working indoors or in shared vehicles.
- ❑ All employees are **strongly recommended** to 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](#).
- ❑ All visitors and campers are **strongly recommended** to wear masks indoors while at camp, except while swimming, napping, or eating/drinking. This applies to all adults and to children 2 years of age and older. Children ages 2 to 8 years should wear masks with adult supervision. 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 (upon request) 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.
- ❑ Teach campers the following personal protective measures:
 - Wash hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom
 - Avoid touching 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 with 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 optional use 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 daily.
- Ensure that restrooms stay operational and stocked at all times.

Meals and Snacks

- As feasible, have attendees and camp staff eat meals and snacks outdoors or in well-ventilated spaces while maintaining physical distance as much as possible.
- If serving meals in an indoor communal dining area, it is recommended that measures be put in place to create physical distance and increase ventilation.
- Schedule time for handwashing before and after mealtimes.
- Stagger mealtimes for different program groups, if feasible.

PERFORMANCE ARTS ACTIVITIES

Music Activities

- Physical distancing of campers is recommended for activities without masking. It is strongly recommended that activities requiring participants to remove their face masks be done outdoors, and that participants are up to date on vaccination.
- For activities that generate more forceful expired respiratory droplets such as singing, increased distance between campers engaging in these activities outside is strongly recommended. Up to date vaccination (full vaccination and boosters if eligible) is strongly recommended. Routine testing of all members of the group at least weekly is strongly recommended if campers are vocalizing without masks and without recommended physical distancing while indoors. PCR or antigen testing can be used.
- 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 are **strongly recommended** to wear face masks at all times while indoors. It is recommended that there be increased physical distance if the campers are enunciating (for example, those in a theater workshop).
- Routine testing at least weekly is **strongly recommended** for all participants if masks are not used and physical distancing is not maintained while practicing or rehearsing indoors.
- 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 are **strongly recommended** to wear face masks at all times while indoors, as practicable.
- For activities that generate respiratory droplets such as heavy exertion, increasing the distance between individuals and limiting such activities to outdoor space is strongly recommended.
- Routine screening testing at least weekly is **strongly recommended** for all participants if masks are not used and physical distancing is not maintained during indoor activity.
- Maximize use of outdoor space for practice and performance as much as possible.

Music Recording

- Singing in sound booths/recording booths is permitted. Increased distance between singers and from all others in the booth and/or utilization of face masks is **strongly recommended** due to the large amount of respiratory droplets released into a relatively small, confined indoor space.
- Playing of wind instruments inside a sound booth with others present in the booth is permitted. Refer to the section above for recommendations on improving safety and mitigation risk when wind instruments are played. (See section on music activities.)
- Other group instrumental music may be recorded using a sound booth; however, a minimum of 3 feet of physical distance is strongly recommended to be maintained between all musicians at all times and masks are strongly recommended as for all other indoor spaces.
- 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.

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.
- Because activities in gymnasiums are often high risk and include large numbers of people, PPHD strongly recommends upgrading and improving HVAC systems to the extent possible, and maximizing ventilation with open doors/windows/fans where safe and in line with fire codes. See [LA County's guide for increasing ventilation in gymnasiums](#).
- Review and follow the California Department of Public Health's [Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments](#).