

Allegheny County Health & Safety Guidance for School Age Day Camps

School-age programs that provide child care and enrichment and recreational activities for children and youth in Allegheny County are permitted to open this summer, provided they follow appropriate guidelines to minimize the risks of spreading the 2019 novel coronavirus (SARS-CoV-2) that causes COVID-19.

If you are deciding whether to open this year, please consult the [CDC's decision-making tool for youth programs and camps](#). If you are planning to open a day camp, the following guidance is designed to maintain health and safety standards and physical distancing directives while providing much needed services this summer.

Information is based on [CDC guidance, state guidance](#), and publicly available best practices available as of May 26, 2020. This document will be updated as additional state and federal guidance is released.

Health & Safety Tips

Promote healthy hygiene practices

- **All children and staff should frequently wash their hands (upon arrival, before and after meals, throughout day as needed) and practice good hand-washing hygiene.**
 - Wash hands with soap and water for at least 20 seconds.
 - Hand sanitizer with at least 60% alcohol can be used; rub it in until it dries. Sanitizer should not be used as a substitute for handwashing when soap and running water are available.
- All staff should wear cloth face coverings. The Secretary of the Pennsylvania Department of Health on April 19, 2020 signed this order requiring people to wear masks: bit.ly/WorkerSafetyOrder_PA (PDF). Children and youth do not need to wear cloth face coverings in child care, youth programs, or camps, although face coverings are still recommended by the CDC, especially for older youth, when feasible, particularly in indoor or crowded locations.
 - Information should be provided to all staff on proper use, removal, and washing of cloth face coverings. bit.ly/DIYclothfacemasks_CDC (web).
 - Non-medical masks should be made available to staff and children who need them, but note that a cloth face covering is not a substitute for physical distancing
 - Here is guidance on children and masks from the Pennsylvania Department of Health: <https://bit.ly/childrenmasks>.
- Have adequate supplies to support healthy hygiene, including soap, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), and tissues.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering. The CDC has printed materials available here: <https://bit.ly/CDCtools>
- Communicate to staff and children to cover coughs and sneezes with arm or elbow, not hands, and not to touch face. Children should wash their hands after coughing or sneezing.
- Practice physical distancing by staying at least 6 feet away from others.

Protecting staff and children at higher risk

- The following individuals are encouraged not to work in direct contact with children during this time:

- Adults 65 years of age and older
- People who have serious underlying medical conditions like heart disease, diabetes, lung disease, and immune disorders, and pregnant women.
- Offer options for campers at **higher risk for severe illness** that limit exposure risk (e.g., virtual learning opportunities).

Intensify cleaning, disinfection, and ventilation of facilities

- If your physical location has been unoccupied for seven days or more, it will only need your normal routine cleaning to reopen the area. COVID-19 has not been shown to survive on surfaces longer than this time.
- Pipes should be flushed in buildings that have been closed. <https://www.alleghenycounty.us/Health-Department/Programs/Plumbing/Plumbing-Program.aspx>
- Once re-opened, clean and disinfect surfaces (door handles, sink handles, etc.) as often as possible.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- Leverage outdoor space whenever possible

Limit sharing and intensify cleaning and disinfection of shared materials

- Keep each child's belongings separated from others and in individually labeled containers, cubbies, or areas.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Discourage children bringing any items from home. Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Clean and sanitize all shared objects such as toys, games, art supplies, used at the end of each day.
 - Toys that cannot be cleaned and sanitized should not be used, including items such as soft toys, clothes, and puppets.

Simple Cleaning Recipe: Diluted Bleach Solution

- Two tbsps. bleach per quart of water in a spray bottle to disinfect surfaces.
- 1/3 cup bleach per gallon of water to disinfect toys.

Bleach spray should be completely air dried on surfaces to be fully effective. Always keep out of reach of children. **Label spray bottle prominently.**

Ensure Physical Distancing

- **In order to meet the physical distancing guidelines, programs will need to consider their facilities and capacity. A program may have to reduce the number of children served in order to ensure physical distancing.**

- Programs should continue to maintain appropriate staff to child ratios (10-12 school age children, 1 staff)
- **The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread:**
 - Structure classes/groupings that include the same group of children each day, and that the same staff remain with the same group each day. Restrict mixing between groups. This is critical to limit spread of infection.
- Limit gatherings, events, and extracurricular activities to those that can maintain physical distancing and support proper hand hygiene.
- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space out seating to 6 feet apart if possible.
- Close communal use spaces, such as game rooms or dining halls, if possible. If this is not possible, stagger use and disinfect in between uses.
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. If possible, utilize Grab-and-Go meals. If not possible, put each child's meal on a plate to limit the use of shared serving utensils.
- Stagger arrival and drop-off times or put in place other protocols to limit direct contact with parents as much as possible (see below for more detail).

Monitoring and Preparing for Sickness

- **In home screenings**
 - **Before coming to camp, staff and families of children should screen for the following at home each day: fever, chills, shortness of breath, cough, sore throat, loss of smell, and loss of taste. Questionnaires should be distributed to staff and families, and staff should sign daily log confirming screening occurred.**
 - See latest symptoms of COVID-19 from CDC <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- **Any child of staff who is sick must stay home**
 - People with a temperature greater than 99.5 degrees Fahrenheit should stay home or be sent home until they have

had **no fever for 72 hours without the use of fever-reducing medications** (e.g., Advil, Tylenol).

- General instructions for Covid-19 testing are:
 - Call PCP for referral or call the Health Department's COVID-19 hotline at 888-856-2774 for information about testing.
 - Many testing sites, including Federally Qualified Health Centers around the county, can offer a test to people with symptoms of COVID-19 without a doctor's referral.
- **Conduct a daily health screening for staff and children receiving care:**
 - **Staff and families should document completion of the in home screening described above daily**
 - Upon arrival to camp, screen children and staff for cough or shortness of breath upon arrival each day. Make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, fussiness, rash, cough, etc. If no-touch thermometers are available, temperature of all children and staff can be taken at check-in.
 - Exclude children, staff, parents and guardians from sites if they are showing symptoms of COVID-19 or have been in contact with someone with COVID-19 **in the last 14 days.**
- **Plan for when a child, staff or visitor becomes sick:**
 - **If a child or staff member becomes sick during during the camp day, isolate them in a separate area and ensure that children are not left without adult supervision.** Care should be taken when separating anyone exhibiting symptoms to not draw any attention them.
 - Notify parent/caregiver to pick up child from program as soon as possible.
 - Establish procedures for safely transporting anyone sick home or to a healthcare facility, as appropriate.
 - Notify local health officials immediately of any possible case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
 - Close off areas used by any sick person and do not use them until they have been cleaned. Wait 24 hours before you clean or disinfect to reduce risk to individuals cleaning. If it is not possible to wait 24 hours, wait as long as possible.
- **Advise sick staff and children with any COVID-19 symptoms not to return until they do the following:**
 - **Contact their primary-care physician regarding testing and when safe to return.**
 - CDC's criteria can help inform when employees should return to work:
 - **If they have been sick with COVID-19**
 - **If they have recently had a close contact with a person with COVID-19**

Delivery & Drop-Off Procedures

- When possible, stagger arrival and drop off times.
 - Children and parents should be screened in a separate entrance or met at the door so only the child enters the program. Consider placing markers on the floor to ensure 6 feet of separation. All parents should wear a mask at dropoff.
- Ideally, the same parent or designated person should drop off the child every day. If possible, older people such as grandparents should not drop off their children.
- Hand washing or sanitizing stations should be set up at the entrance of the facility.
- Do not allow outside visitors and volunteers into your facility.

Pick-Up Procedures

- When possible, stagger departure and pick-up times.
- Hand washing or sanitizing stations should be set up at the entrance of the facility.
- Conversations about a child's day are encouraged to be done by phone with parents or caregivers. Handwritten notes or electronic communication are encouraged.

Food Prep & Meal Service Guidelines

- **Children must wash hands before and after eating.**
- Caregivers must wash their hands before preparing food and after helping children to eat.
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead, where possible.
- **Serve grab-and-go pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal.** Do not share food and utensils.

Communicating policies with families.

- Create a handbook or fact sheet with your COVID 19 policy to review with parents and children and have them sign off on it.
- Provide updates about changes to your policies or operations.
- Use all communication channels available to you, including direct communications (face-to-face, letters), electronic communications (your program's website or social media pages), and virtual parent meetings to share updates.
- Make sure to plan ahead for linguistic needs, including providing interpreters and translating materials.
- Update your emergency contact lists for families.
- Know how to reach your local or state health department in an emergency
 - Pennsylvania Department of Health www.health.pa.gov
1.877.PA.HEALTH | 1.877.724.3258

Transportation

- **Vehicular means of transportation are recommended only when necessary.**
- Drivers, staff, and children should all follow hygiene, health screening, and other guidelines listed above (hand-washing, masks, etc) when using transportation.
- If possible, use larger vehicles or a greater number of vehicles in order to allow passengers to maintain greater physical distance.
- Reduce the number of available seats in order to increase physical distance between passengers. Mark restricted seats using tape, etc.
- If the same vehicle will be used multiple times, assign seats to campers so they occupy the same space each time. Clean and disinfect the vehicle between use.
- If possible, seek vehicles with clear, impermeable barriers between operators and rest of the cabin. Options include plexiglass, or flexible plastic sheeting.
- When possible and safe to do so, operators should open windows prior to campers boarding. If not possible nor comfortable to open windows, set ventilation system to high. Do not recirculate conditioned air.

Resources

Prepare

Supplies

- Providers can request essential personal protective equipment (PPE) through Global Links. More info: <https://www.tfaforms.com/4813339>

Location and facilities

- If the facility regularly used for programming is closed due to Covid-19 (for example, a school building), alternate locations will be allowed.
- Regulated providers have the option to follow an emergency re-location plan if they are unable to operate their program in a school building. Contact your Certification representative and work with the western region Certification office when identifying an alternate location.
- Allegheny County DHS-funded programs must seek approval from DHS for a change in location
- Large, well-ventilated spaces and outdoor spaces are preferable.

Stay informed about the local COVID-19 situation.

- Centers for Disease Control and Prevention (CDC) COVID-19 https://bit.ly/COVID19page_CDC (web)
- Pennsylvania Department of Health COVID-19 https://bit.ly/COVID19page_PADOH (web)
- Allegheny County Health Department COVID-19 webpage www.alleghenycounty.us/coronavirus

Procedures for Confirmed COVID-19 Case at Your Facility

- Consult with the PA Department of Health at: [1-877-724-3258](tel:1-877-724-3258).
- (If regulated provider only) Contact OCDEL Western Region Office of Certification at: [1-800-222-2149](tel:1-800-222-2149) or [412-565-5183](tel:412-565-5183).
- Complete this online form if a child or staff person in your program tests positive: bit.ly/COVID-19PositiveForm_ACDHS (form).

Key Resources

CDC Decision Tree for Youth Programs and Camps

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf>

CDC Considerations for Youth Summer Camp

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

PA Dept. of Health Summer FAQ

<https://bit.ly/PASummerFAQ>

American Camp Association

<https://bit.ly/ACASummer2020guidance>

CDC Interim Guidance for Administrators of US K-12 Schools and Childcare Programs

https://bit.ly/childcareguidance_CDC

Trying Together Resources

https://bit.ly/COVID19eceresources_TryingTogether

Ratio and Group Size Guidance

<https://childcare.gov/index.php/consumer-education/ratios-and-group-sizes>

Questions

Pennsylvania Department of Health

www.health.pa.gov

[1.877.PA.HEALTH](tel:1-877-PA.HEALTH) | [1.877.724.3258](tel:1-877-724.3258)

Allegheny County Health Department

www.alleghenycounty.us/coronavirus

[412.687.2243](tel:412.687.2243)

Allegheny County Dept. of Human Services

DHS-COVID19Planning@AlleghenyCounty.US

United Way

www.PA211sw.org

Dial 2.1.1.

Text zip code to 898-211 (to receive text alerts)

Daily Drop-Off Checklist

-
- Adult washed/sanitized hands

 - Child washed/sanitized hands

 - Made a visual inspection of child for signs of infection
 - flushed cheeks
 - fatigue
 - extreme fussiness

 - cough
 - shortness of breath

-
- Asked if child and staff members screened at home

 - Took temperature
-

Daily Pick-Up Checklist

-
- Adult washed/sanitized hands

 - Child washed/sanitized hands
-

Camp Environment Checklist

-
- Children washed/sanitized hands

 - In correct child to staff ratio per state regulations
-

Number of children:

Hygiene & Sanitation

-
- Double-checked that diluted bleach solution was secure

 - Flyers/posters about hand-washing posted near sink

 - Reviewed flyers/posters about hand-washing with children

 - Surfaces and toys have been cleaned and sanitized
-

Meals/Snacks

-
- Caregivers washed their hands before preparing food

 - Children washed/sanitized hands prior to eating

 - Meals were served in classroom

 - Children were spaced six feet apart

 - Caregivers washed their hands after helping children to eat

 - Children washed/sanitized hands after eating
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YOUTH PROGRAMS AND CAMPS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors or administrators in making (re)opening decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation of facilities and transport vehicles/buses
- ✓ Encourage social distancing through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible
- ✓ Where feasible, adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY NO



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms in children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor child and employee absences and have a pool of trained substitutes, and flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



ALL YES

ALL YES

ALL YES



cdc.gov/coronavirus