Daily Checklist for All Camp Programs

Task	N/A	Completed	Date	Initials
Communication				
Post signs at entry and exit regarding avoiding ill people, covering cough, minimizing non-essential activities in the community, and frequent handwashing				
Stay in regular communication with all parents, children, staff, and volunteers about steps everyone can take to protect themselves and prevent further spread.				
Provide staff and family means to contact facility for updates and concerns				
Education and Preparation				
Educate staff and families about: 1. Signs and symptoms of COVID-19 2. Hand hygiene 3. Reducing stigma				
Review and update your emergency operations plan so that you can be best prepared for cases of COVID-19.				
Staff attend training on steps on controls to mitigate exposure, sanitation, procedures for health checks and program design.				
Control Measures				
Ask parents to check their children's temperature and ask staff to check their own temperature daily before arrival at child care				
If the temperature exceeds 100.4^{o}F or if cough is present, advise parents to isolate their child at home and ask staff members to isolate at home.				
Symptomatic staff and children should self isolate and not return to the facility until 7 days after symptom onset **OR** 72 hours after their fever is gone and initial symptoms have improved, whichever is longer.				
Conduct health checks as children and staff enter the program. Record daily temperature in a confidential file for each child/staff. Do not allow the child or staff member to enter the program if they have a fever.				
Establish daily procedures for identifying and sending home children and staff who become sick (i.e., determine where child will wait for parent, who will take child to meet parent).				
As parents and children check in to program, measure out and tape standing positions a minimum of 6 feet apart so families have a visual cue for social distancing while in line.				
Choose activities that allow for more physical space between children. Do not play any sports that require team play (e.g. basketball game, soccer, etc).				
Increase frequency of cleaning, sanitizing, and disinfecting your camp spaces.				
Most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available here. Products other than bleach should be approved by administration before use.				

Regular cleaning and wiping down of hard surfaces should occur at least four times per day. Tables should be wiped down before and after use (arts, crafts, study, meals)				
Children and staff will need to wash hands frequently per our SOP's. Includes washing hands when entering the program, before and after activities, before and after use of equipment, before and after meals, and before going home.				
Sanitize all materials (including pens) after use and before another person uses them				
Do not use physical activity equipment that is shared between children. If equipment is used by an individual child, it must be sanitized before another child uses it.				
Establish and maintain hand hygiene stations stocked with either soap/water/towels or alcohol-based hand sanitizer with a concentration of at least 60% alcohol. These should be available outdoors as well.				
Ratio is 2:10 children. Staff and children will remain together over the course of the camp week and not mingle with other groups/staff – even playing out doors.				
Each group will remain in a separate room.				
Set up class rooms so the children are a minimum of six feet apart.				
Staff will remain with the same group of children over the course of the week.				
To the extent that grouping can be made by ages, that is the goal. If we have families with multiple children, the children in a family must remain together regardless of age. Consider grouping by families with multiple children to get to the group size of 10.				
Staff use separate bathrooms than children. Fixtures must be sanitized between uses.				