

Summer Activities and COVID Compliance: *The Camp Community's Guidance to the Youth Camp Standards*



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Who Needs to License/Register

Definition of Youth Camp- COVID

1. **HIGH RISK ACTIVITY**
2. Operates **two (2) or more** days within the same week
3. Five (5) or more children under 18 yrs. old
4. Multi-hour programming (*3+ hours may or may not food component*)

NOT A Youth Summer Camp

- Day program which offers **only a minimal recreational component**
- **Virtual camps** that lack an on-site component
- Children under 2 ½ not considered campers for Summer 2020

Who Needs to License/Register

License/Register as a Youth Camp at least two 2 weeks prior to hosting campers

- Public and private entities
 - Municipal Camp Programs
 - American Camp Association (ACA) accredited
 - Department of Education Summer and Travel Sports Programs
 - Licensed Childcare Facilities
 - Department of Children and Families- Office of Childcare Licensing (OOL) oversees childcare facilities for children up to 13 yrs. Facilities that expand their population, traditionally in the summer, also license as youth camps. Childcare facilities that maintain on-site pools
 - [Licensing Comparison Chart](#)
 - Department of Children and Families-

[Office of Childcare Licensing](#) at 1-855-463-6323



Attestation

The Attestation form must be completed and submitted for every youth camp required pursuant Executive Order 149 to follow the New Jersey COVID-19 Youth Summer Camp Standards

- Forms should be submitted **at least 24 hours** prior to hosting campers
- Copy of form should remain on-site



Attestation Form Complete in full

✓ Camp Operator/Business Information

Name, address, **email**, business phone

Camp ID

Camp Type Designation

COVID Assessment

Grant Assessment

Dept. of Ed.

Signature



Consumer, Environmental and Occupational Health Service
Public Health and Food Protection Program
P.O. Box 369 | Trenton, NJ 08625
ph: (609) 826-4935 | youthcamps@doh.nj.gov
<https://nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml>

YOUTH CAMPS COVID-19 ATTESTATION FORM

The following are the minimum requirements for each Youth Camp Operator/Director **and** Health Director to document and attest that their facility has developed, prepared, and is ready to implement a COVID-19 Youth Day Camp Standards policies and procedures. Completion of this form is required by Executive Order 149 and must be completed in full and mailed or **emailed** to the Department at least 24 hours prior to the anticipated opening date of the camp.

Save this form and email it as an attachment to: youthcamps@doh.nj.gov

Youth Camp Certification No.	# of Single Sport locations under this certification:
Name of Youth Camp	
Name of Youth Camp Operator/Director	
Name of Youth Camp Health Director	
Location Address	
Location City/State/ZIP	
Email Address	
Camp Type (select all that apply)	<input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor

Questionnaire: The following questions must be answered Yes or No. Please check "Y" for yes and "N" for no. All "No" answers must be followed by a detailed explanation. (refer to New Jersey COVID-19 Youth Day Camp Standards Guidelines document for more details posted at <https://www.nj.gov/health/ceohs/sanitation-safety/>)

<input type="radio"/> Y <input type="radio"/> N	Has your youth camp developed COVID-19 Youth Day Camp Standards policies and procedures?
	Do your youth camp COVID-19 policies and procedures meet the following minimum standards?
<input type="radio"/> Y <input type="radio"/> N	appropriate social distancing and/or face coverings
<input type="radio"/> Y <input type="radio"/> N	hygiene practice, i.e. hand washing and face touching
<input type="radio"/> Y <input type="radio"/> N	enhanced cleaning and disinfection
<input type="radio"/> Y <input type="radio"/> N	other public health prevention strategies such as but not limited to: cohort groups of campers, staggering of arrival/dismissal, isolation of campers and staff, signs, PPE's, daily health surveillance, temperature screening at entry
<input type="radio"/> Y <input type="radio"/> N	Do you receive any grants or subsidies from the NJDHS?
	If Yes: <input type="checkbox"/> \$2,000 Emergency Child Care Assistance Program Grant <input type="checkbox"/> CCR&R Child Care Subsidy Program
<input type="radio"/> Y <input type="radio"/> N	Are you a Local Education Agency, including school district, charter school, renaissance school, Educational Services Commission, or joint commission?

Please explain any "No" responses in the space below. Attach additional sheets if necessary:

ATTESTATION: I certify that the information is true and to the best of my knowledge. I have read and will comply with the COVID-19 Youth Day Camp Standards policies and procedures. My submission of this form constitutes an attestation of compliance with the COVID-19 Youth Day Camp Standards policies and procedures.

Print Name _____ Title _____

Signature _____ Date _____

A COPY OF THIS COMPLETED FORM MUST BE MAINTAINED ONSITE



Application/Registration Process

Application Received

Youth Camp Safety Project via mail/email



Review

Package reviewed for completeness and payment



Processing

Info entered into database viewable Search Active Camps



Operational Inspection Assigned

Generated for state inspector cadre



License/Registration Issued

License is generated and mailed/emailed to registrant along with additional documents



Camp Operator MUST:

Contact their local health official to schedule a pre-operational inspection

Complete the Application Form in full

✓ Camp Operator/Business Information

- Name, address, **email**, business phone
- Camp ID** can not be transferred
- Camp site location
- Payment

✓ Camp Info Session Details

- Anticipated operating dates and count of campers
- High risk activities
- Water/Sewer
- Signature

CAMP STATUS		FOR STATE USE ONLY	
Status (Please check only one): <input type="checkbox"/> Active / will operate this season <input type="checkbox"/> Inactive / will not operate this season <input type="checkbox"/> Out of Business / no longer in operation Application Type: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal Camp ID#: _____		Amount Received: \$ _____ <input type="checkbox"/> Check <input type="checkbox"/> Money Order No.: _____ Date: _____ Permanent Camp ID Number: _____	
CAMP IDENTIFICATION			
Name and Mailing Address of Owner or Corporation		Camp Name and Address	
Name: _____		Name: _____	
Address: _____		Address: _____	
City / State / Zip: _____		City / State / Zip: _____	
Phone Number: _____		Phone Number: _____	County of Camp Location: _____
Email Address: _____	<input type="checkbox"/> I would like to receive updates via email	Camp Director: <i>First / Middle / Last</i> _____	
If any of the above information has changed, check the appropriate box(es) and make the correction(s) below:			
<input type="checkbox"/> Name of Owner or Corporation:		<input type="checkbox"/> Name of Camp:	
<input type="checkbox"/> Address:		<input type="checkbox"/> Address:	
<input type="checkbox"/> City / State / Zip:		<input type="checkbox"/> City / State / Zip:	
<input type="checkbox"/> Phone Number:		<input type="checkbox"/> Phone Number:	<input type="checkbox"/> County of Camp Location:
<input type="checkbox"/> Email Address:		<input type="checkbox"/> Camp Director: <i>First / Middle / Last</i> _____	

CAMP INFORMATION		
Weekly Summer Camp Attendance	Total Summer Camp Attendance	Age Group Served
Dates of Camp Session(s):		Activities: <input type="checkbox"/> Archery <input type="checkbox"/> Field Trips <input type="checkbox"/> Rope Course <input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Horseback Riding <input type="checkbox"/> Travel Camp <input type="checkbox"/> Boating <input type="checkbox"/> Overnights <input type="checkbox"/> Petting Zoo <input type="checkbox"/> Field Sports <input type="checkbox"/> Rifery <input type="checkbox"/> Other: _____ <input type="checkbox"/> Apparatus over 10': <input type="checkbox"/> Zip Line <input type="checkbox"/> Rock Climbing Wall <input type="checkbox"/> Ropes/Challenge Course <input type="checkbox"/> Swimming: Onsite <input type="checkbox"/> Offsite Location
Open: _____	Close: _____	
_____	_____	
_____	_____	
_____	_____	
Campers <input type="checkbox"/> Girls Only <input type="checkbox"/> Coed <input type="checkbox"/> Boys Only <input type="checkbox"/> Disabled <input type="checkbox"/> Other: _____		Pool <input type="checkbox"/> _____ Lake <input type="checkbox"/> _____ Ocean <input type="checkbox"/> _____ River <input type="checkbox"/> _____
Water Supply <input type="checkbox"/> Municipal <input type="checkbox"/> Well	Waste Disposal <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System	Will your camp participate in the NJ Department of Agriculture Summer Lunch Program? <input type="checkbox"/> Yes <input type="checkbox"/> No
CERTIFICATION BY APPLICANT		
I have received and read N.J.A.C. 8:25 New Jersey Youth Camp Safety Standards. I certify that this camp meets these Standards. I understand that I will be liable for fines, not to exceed \$1,000, for any violation of the Standards or of any rule or regulation duly issued thereunto or order issued pursuant thereto. I certify the statements made in this application are true, complete and correct to the best of my knowledge and belief.		
Name of Applicant <i>First / Middle / Last</i> _____		Title of Applicant _____
Signature of Applicant _____		Date _____
FEE SCHEDULE		
Camp Type (Please check only one): <input type="checkbox"/> Day <input type="checkbox"/> Resident <input type="checkbox"/> Day and Resident (Same Location)	Annual Fee \$50.00 \$100.00 \$100.00	Return completed application to the above address. Make Check/Money Order payable to: "TREASURER, STATE OF NEW JERSEY"

Who Complies

N.J.A.C. 8:25 New Jersey Youth Camp Safety Standards

- Licensed /Registered Camps
 - Except municipal camps

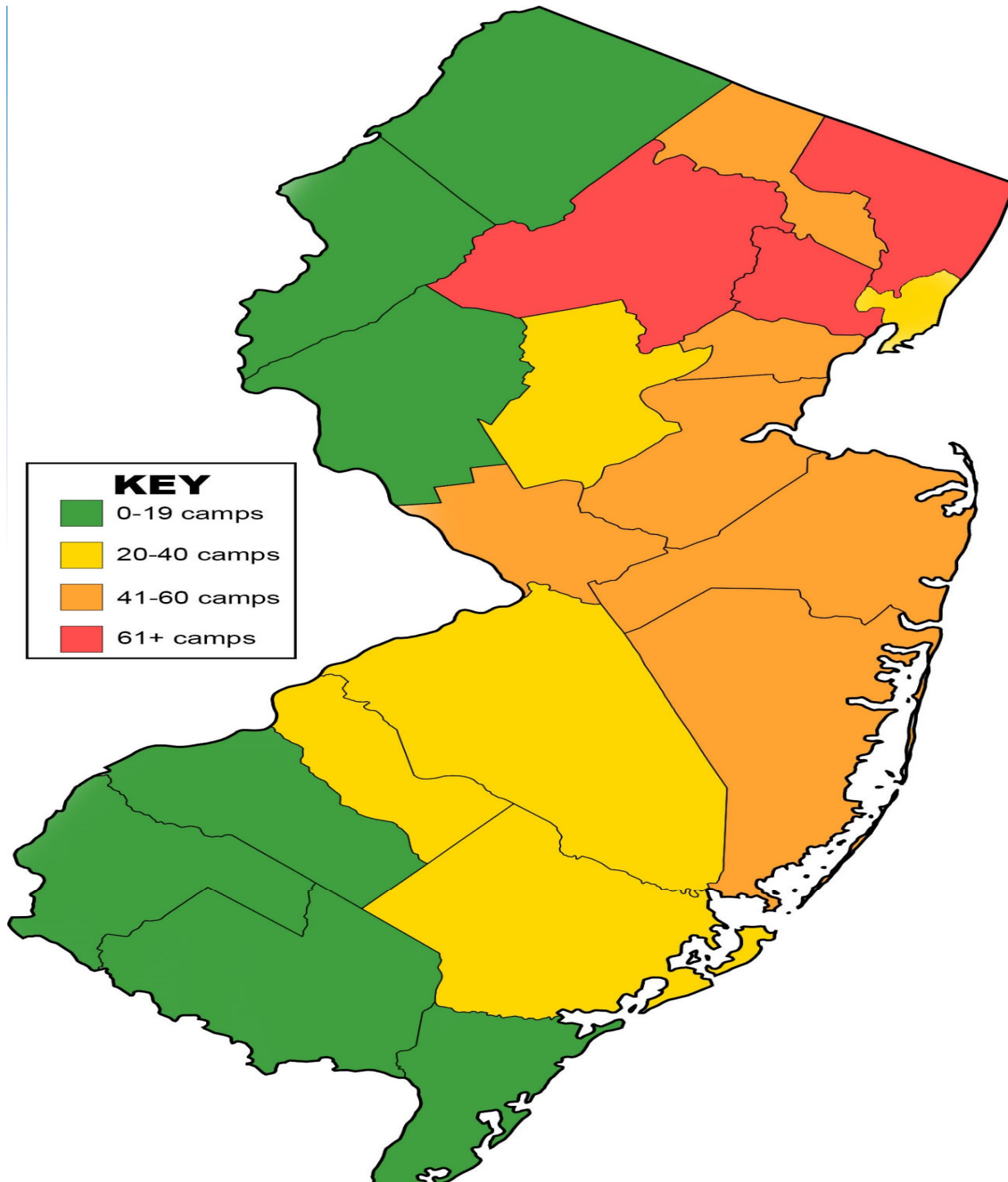
New Jersey COVID-19 Youth Summer Camp Standards

- Licensed /Registered Camps
- Dual Licensed Childcare Facilities
- Municipal Camps
- Dept. of Education Summer Programs

Compliance Forms

- **Traditional Youth Camp and Municipal Camp Programs**
 - [Application for certificate of approval to operate a youth camp](#)
 - [Youth Camps COVID-19 Attestation Form](#)- Submitted 24 hours prior to hosting campers (maintain a copy on site)
- **Department of Education Summer Sports programs**
 - [Youth Camps COVID-19 Attestation Form](#)
- **Dual Licensed Childcare Facilities - Office of Licensing (OOL)**
 - [Application for certificate of approval to operate a youth camp](#)
 - [Youth Camps COVID-19 Attestation Form](#)





Inspection Burden by County-

Active Camps

Total Active Camps: **736**

Applications in que: **30**

Anticipated Active: **750+**

Inspectional Activities- Types

Pre Operational

- ✓ Conducted by the local health authority (LHA)
- ✓ Announced
- ✓ Scope of the Inspection
 - Policy and procedure review
 - Facility and Grounds
 - Credentials and Documentation review

Operational

- ✓ Conducted by the State Dept. of Health- Youth Camp Project
- ✓ Unannounced
- ✓ Scope of the Inspection
 - On-site Observations to ensure documented policy/procedures are implemented
 - On-site Observations to ensure compliance with COVID Standards & NJAC 8:25 (when applicable)
 - Full & Audit

Pre-Operational Inspection Activity

- ✓ Conducted by the local health authority (LHA) within the jurisdiction where the camp site is located
- ✓ Prescheduled= Announced
- ✓ Scope of the Inspection
 - Policy and procedure review
 - Facility and Grounds
 - Credentials and Documentation review

CERTIFICATE OF APPROVAL

4.	COV Std	Camp is not open prior to July 6 th , 2020.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text"/>						
5.	COV Std	Camp has submitted attestation to NJDOH. (Note: Question is geared toward ensuring awareness by camp operator of the obligation to submit the document to the Dept. at least 24 hours prior to hosting campers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text"/>						
STAFF BACKGROUND CHECK						
13.	3.2(f)	Written procedures are implemented for the review of the background of each staff member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text"/>						
14.	3.2(j,k)	Criminal background check completed through NJSP or equivalent for adult staff (18 years of age and older).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text"/>						
15.	3.2(k)2	Notarized statements of no change in criminal history status are provided by continuously employed or returning adult staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text"/>						
16.	3.2(l)	National Sex Offender registry check completed for all staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text"/>						



Operational Inspection Activity

- ✓ Conducted by the State Dept. of Health- Youth Camp Project
- ✓ Unannounced
- ✓ Scope of the Inspection
 - On-site Observation and Verification of COVID Mitigation Implementation
 - Facility and Grounds
 - Credentials and Documentation Review
 - Staff/Camper Grouping Ratios Verification
 - Social Distancing/Face coverings

NEW JERSEY DEPARTMENT OF HEALTH CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE PUBLIC HEALTH AND FOOD PROTECTION PROGRAM P.O. BOX 369, TRENTON, NJ 08625-0369 609-826-4935				REPORT OF INSPECTION																																
Camp ID #	Category	Activity Type	Assignment No	Evaluation																																
	YOUTH CAMP	AUDIT		SATISFACTORY																																
Owner	Camp Name		Email Address																																	
Street Address	City	Zip Code	County	Telephone No																																
Mailing Address	Changes		Previous Information																																	
Camp Director	Health Director		Food Vendor																																	
Name of Inspecting Official	REHS #		Reinspection on or after																																	
<table border="1"> <tr> <th colspan="7">TIME/ACTIVITY REPORT (1-TRAVEL, 2-INSPECTION, 3-ADMINISTRATION, 4-PERSONAL)</th> <th>TOTAL HOURS: 0.00</th> <th>+</th> <th>-</th> </tr> <tr> <th>DATE</th> <th>CODE</th> <th>BEGIN</th> <th>END</th> <th>CODE</th> <th>BEGIN</th> <th>END</th> <th>CODE</th> <th>BEGIN</th> <th>END</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>							TIME/ACTIVITY REPORT (1-TRAVEL, 2-INSPECTION, 3-ADMINISTRATION, 4-PERSONAL)							TOTAL HOURS: 0.00	+	-	DATE	CODE	BEGIN	END	CODE	BEGIN	END	CODE	BEGIN	END										
TIME/ACTIVITY REPORT (1-TRAVEL, 2-INSPECTION, 3-ADMINISTRATION, 4-PERSONAL)							TOTAL HOURS: 0.00	+	-																											
DATE	CODE	BEGIN	END	CODE	BEGIN	END	CODE	BEGIN	END																											
#	ADMINISTRATIVE			Observ.	Severity	Type																														
1	Does the youth camp maintain an active and non-transferrable license to operate?					-----																														
	2.2(c)	Applicant submits filing fee of \$50/day camp and \$100/resident camp			-----	-----																														
	2.3(c)	Certificate of approval is non-transferrable			-----	-----																														
2	Does the youth camp maintain liability insurance?					-----																														
	2.5	Camp shall obtain liability insurance in an amount consistent with expected risks			-----	-----																														
3	Does the camp maintain written policies and procedures explicitly prohibiting actions of corporal punishment against a child under care?					-----																														
	3.1(a)	Camp director states in writing the camp's policies and procedures for discipline of campers			-----	-----																														
	3.1(a)1	youth camp staff and campers prohibited from taking means of corporal punishment toward children			-----	-----																														

NEW JERSEY DEPARTMENT OF HEALTH CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE PUBLIC HEALTH AND FOOD PROTECTION PROGRAM P.O. BOX 369, TRENTON, NJ 08625-0369 609-826-4935	
NOTICE OF VIOLATION	
Name of Youth Camp	Current License No/ Camp ID
Address	Date of Inspection
Name of Owner	Title
<p>You are hereby notified that during an inspection of your youth camp on the above date, violation(s) of the New Jersey Youth Camp Safety Standards, (N.J.A.C. 8:25-1 et seq.) were observed and a copy of the report is provided to you or your representative. These violation(s) will be recorded as part of the permanent enforcement history of your youth camp.</p> <p>These violations must cease immediately and be corrected. Failure to do so will subject you to additional appropriate enforcement action, including the revocation of your Certificate of Approval.</p> <p>WITHIN FIVE (5) DAYS of receipt of this Notice of Violation, you shall respond via email to the inspector and Youth Camp Safety Project at youthcamps@doh.nj.gov, the specific corrective measures you have taken to address each specific violation in order to attain compliance.</p> <p>The issuance of this document serves as notice to you that a violation has occurred and does not preclude the Department of Health from initiating further administrative or legal action, or from assessing penalties, with respect to this or other violations. Violations of</p>	

Prohibitions in the COVID-19 Youth Camp Standards

- ✓ **No Overnight or Residential Camps**
- ✓ **No Off-Site Activities**
- ✓ **No Camp-wide Rally Events**
- ✓ **No Indoor Sports Activities**
- ✓ **No Contact Sports**
- ✓ **No Buffet Style Dining**
- ✓ **Playgrounds prohibited from use**
- ✓ **No Youth Camps at Campgrounds**

COVID-19 Youth Camp Standards- COVID Operational Plan

Develop Written Policies and Procedures that follow the Standards

- Camp Preparedness Assessment
- Staff and Camper Training
- Screening and Admittance
- Face Coverings, Infection Control and Social Distancing
- Protocols for Facility and Buildings
- Attendance and Ratio/Groupings
- Transportation
- Food Service
- Activities
- Emergency Evacuation

Camp Preparedness Assessment

CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors and administrators in making (re)opening decisions regarding child care programs 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



ALL YES

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, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible. For family child care, monitor distance between children not playing together and maintain distance between children during nap time
- ✓ 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

MEET SAFEGUARDS FIRST

ALL YES

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of 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. For family child care, if feasible, have a plan for a substitute caregiver if provider or a family member in the home gets sick
- ✓ 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

MEET SAFEGUARDS FIRST

ALL YES

OPEN AND MONITOR

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



Grants Available Up to \$2,000 for Youth Camps

- ✓ Department of Human Services-*funding agency*
- ✓ Providers must be registered with the [NJ Workforce Registry](#) and must apply through the [New Jersey Child Care Information System \(NJCCIS\)](#).
- ✓ Applications are subject to review and approval
- ✓ Funds may be used to defray the costs associated with implementing COVID Supports
- ✓ **DEADLINE June 30**



NJ Human Services Announces Availability of Up to \$20 Million in Health and Safety Grants for Child Care Centers and Youth Camps

\$5k and \$2k Grants Available; Emergency Child Care Assistance Program to Continue through June 30th

May 29, 2020

(TRENTON) – New Jersey Human Services Commissioner Carole Johnson today announced the immediate availability of up to \$20 million in grants to assist child care centers and youth camps in meeting health and safety guidelines in response to COVID-19.

Child care centers can receive up to \$5,000, while youth camps can receive up to \$2,000.

The money can be used to purchase additional cleaning products, personal protective equipment such as masks, gloves and thermometers, and other products and services to assist centers in complying with appropriate guidelines.

Staff and Camper Training

N.J.A.C. 8:25 YC Rule

Criminal History Background Checks (Staff 18 and Older)

- State Police Criminal History Name Check
- Returning Staff Notarized Statement

Sex Offender Registry Check (All Staff)

- [Family Watchdog Free Site](#)

Staff Orientation Training

COVID-19 Standard

Staff

- **All Staff on COVID awareness**
 - Hand washing practices
 - Use and stock of personal protective equipment (PPE)
 - COVID signs and symptoms
 - Infection control (stay home when ill, proper respiratory etiquette, face coverings, reporting illness)
- **Health Director- all above + should access and be familiar with these resources**
 - [Infection Prevention Audit Tool \[pdf\]](#)
 - [Contact Tracing Awareness Training](#)
 - [Infection Control Resources Document \[pdf\]](#)

Campers/Parents

- Age appropriate COVID awareness including safe practices while at camp, hand washing practices stay home when ill, proper respiratory and sports etiquette, and face coverings

Staff and Camper Training

Child Care Dev. Block Grant (CCDBG)

- ✓ **Camp who receives the Child Care Resource & Referral (CCR&R) subsidy**
- ✓ **Comprehensive Criminal Background Checks (Fingerprint)**
- ✓ **Training**
 - Subsidy Health and Safety Training (*six-hour required health and safety topics*)
 - Identifying Child Abuse and Neglect - Mandated Reporting
 - Foundations of Child Development
 - First Aid and CPR Training (*Compliance with Youth Camp Safety Standards*)
- ✓ **Division of Family Development**

The screenshot shows the website childcarenj.gov/Providers/CCDBG/SummerYouthCamps. The page title is "Summer Youth Camps". The content includes:

- Summer Youth Camps - NJ Child Care Subsidy Program Requirements**
- Introduction**

The federal Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014 increases the health and safety requirements for all child care and early learning settings that accept child care subsidies, including youth camps. These changes include such provisions as pre-service trainings, comprehensive criminal background checks, written policies and procedures, and monitoring.
- Youth camps interested in participating in the Child Care Subsidy Program will be required to register through New Jersey's Child Care Information System (NJCCIS), which includes the NJ Workforce Registry.
- In addition, to receive child care subsidy payments through the Division of Family Development, you must comply with the requirements below.
- How to Register**

The Division of Family Development is no longer accepting paper applications. To register as a summer youth camp, you must create an account for the New Jersey Child Care Information System at www.NJCCIS.com. The following documents are required with your application:

 - Proof of Liability Insurance

The screenshot shows the website childcarenj.gov/Providers/Training. The page title is "Training". The content includes:

- Required Health and Safety Training for CCDBG Reauthorization**
- The following CCDBG required trainings must be completed in order to meet the federal training requirements:
 - NJ Health and Safety Basics (Birth to Preschool or School Age and Summer Camp) 8 hours
 - Identifying Child Abuse and Neglect - Mandated Reporting 2 hours
 - First Aid and CPR Training (staff/providers may be required to maintain certification to meet Office of Licensing requirements and regulations)
- Individuals who completed the previous NJ Health and Safety Basics module that was 6 hours and the 2-hour Foundations of Child Development modules do not need to take the new 8-hour NJ Health and Safety Basics training (released April 2018). Both the previous module and the updated module meet the CCDBG training requirements. The Identifying Child Abuse and Neglect - Mandated Reporting training (2 hours) has not changed.
- If you repeat the training modules for CCDBG required training, you will not receive additional training hours or a new certificate. Staff transitioning from school year care to summer care or vice versa are not required to repeat CCDBG training requirements listed above.
- New Jersey's CCDBG training provides basic information on health and safety. Early childhood professionals are encouraged to take progressive training that will provide information that builds on their basic knowledge of health and safety and enhances their own professional development.

Camp Operator Resources

New Jersey State Police

- Adult Staff 18+
- Criminal History Background Name Check
- Fingerprint Background (CCBDG)

Sex Offender Registry Check

- All Staff (counselors and adults)

riminal-history-records/index.shtml#about

Home About Us Recruiting Division Public Information Services FAQs Contact Us



Home Criminal History Records Information

Criminal History Records Information

Frequently Asked Questions

NJ Criminal History Records Information

At this time due to the current COVID-19 crisis and all non-essential businesses ordered closed, fingerprint appointments for Personal Records Requests and Volunteer Review Operations will be suspended.



On this pages

- Details about obtaining your Criminal History Record Information (CHRI)
- In State Residents Requesting Fingerprint-Based New Jersey Criminal History Record Checks
- Out Of State Residents Requesting Fingerprint-Based New Jersey Criminal History Record Checks
- Volunteer Review Operations (VRO) Program - Fingerprint-Based New Jersey and Federal Criminal History Record Checks
- Volunteer Care Provider (VCP) Program / Non-Criminal Justice Volunteer Fingerprint-Based and Name Based New Jersey Criminal History Record Checks
- Name-Based New Jersey Criminal History Record Checks

Related Links

Frequently Asked Questions

Criminal History Record Information (CHRI):

The New Jersey State Police frequently receives inquiries from government, business, and citizens on the regulations and procedures for obtaining an individual's criminal history record. This web site has been developed to assist you in answering the most common questions asked about this process.

New Jersey Administrative Code (N.J.A.C.) 13:59-1 et seq, authorizes the dissemination of New Jersey **Criminal History Record Information (CHRI)** by the New Jersey State Police (NJSP), Identification & Information Technology Section (IITS), State Bureau of Identification (SBI) for noncriminal justice purposes. The following entities are authorized to obtain from the SBI all records of convictions in the New Jersey state courts and, regardless of their age, all records of pending arrests and charges for violations of New Jersey laws, unless such records have been expunged.

- Governmental entities of this state, the federal government, or any other state for any official governmental purpose, including, but not limited to, employment, licensing and the procurement of services;
- A person or non-governmental entity of any state, that seeks to directly engage the services of the subject of the record, for the purpose of determining the eligibility, qualifications for employment, volunteer work or other performance of

Navigation: Home, Login / Sign Up, Home

URL: <https://www.familywatchdog.us/Default.asp>

Advertisement: PUBLIC R [1] Enter Name

Logo: FAMILY WATCHDOG



Camp Operator Resources

Youth Camp Website

YOUTH CAMP CHECKLIST FOR CAMP OPERATORS

KEY

BLACK- Youth Camp Safety Standards

BOLD- Frequently cited violations

RED- COVID-19 Standards

CERTIFICATE OF APPROVAL

Are you opening on July 6, 2020 or later?

Records

Current Certificate of Approval (Camp License) from NJDOH.

If you are accepting children under 2.5 years of age:

License from the [NJ Department of Children and Families Office of Licensing](#)

Liability insurance in an amount consistent with the expected risks.

Copy of [attestation](#) sent to NJDOH.

GENERAL CARE OF CAMPERS

Records

Discipline policies and practices.

Statement of personnel policies and practices.

Job descriptions of each staff classification.

Public Health Sanitation and Safety

General Sanitation

Youth Camps

Drinking Water and Public Health

Public Recreational Bathing

Application Payments

Youth Camp Forms

Please Read the FAQ

Youth Camp Application [PDF]

- Instructions Checklist [PDF]

- Pay Online

- Submit via Email

Single-Sport Application [PDF]

- Instructions Checklist [PDF]

- Pay Online

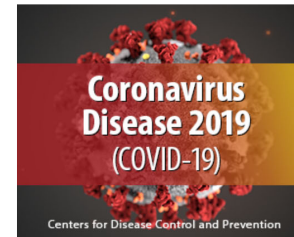
- Submit via Email

Accident Report Form [PDF]

Accident Report

Instructions [PDF]

Youth Camps



Camp Community's Guide to COVID Compliance Virtual Q&A Info Session for Camp Operators

Submit questions to youthcamps@doh.nj.gov indicate 'seminar' in the subject

Date: Monday, June 22, 2020

Time: 2-4:30pm

[Click Here to Register](#)

Webinar ID:

459-150-739

Youth summer camps will be permitted to operate on or after **July 6, 2020**, provided that they comply with the COVID-19 Summer Camp Standards, the [Youth Camp Safety Standards N.J.A.C. 8:25](#) and [Executive Order 149](#). All youth camps, including municipal camps, that wish to operate must complete, sign and submit the Youth Camp Attestation Form no later than 24 hours prior to the anticipated opening date. The youth camp application must be completed and submitted **at least 14 days** prior to the start date of camp activities. The registration fee will be waived for municipal

For Camp Operators

[COVID-19 Youth Day Camp Standards Guide \[PDF\]](#)

[Camp Security Measures \[PDF\]](#)

[Child Care Subsidy Program \[PDF\]](#)

[Disease Reporting Requirements \[PDF\]](#)

[Health Center Supplies List \[PDF\]](#)

[License Comparison Chart \[PDF\]](#)

[Recognized Certifications \[PDF\]](#)

[Safety and Injury Prevention](#)

For Parents

[Choosing Child Care Checklist](#)

[Poisoning Prevention](#)

[Unintentional Drowning: Get the Facts](#)

For Regulators

[Pre-Op \[PDF | Word | Guide\]](#)

[Local Health Dept Outbreak Investigation Toolkit \[PDF\]](#)

[Recognized Certification List \[PDF\]](#)

[Youth Camp Inspection](#)

Camp Operator Resources

← → ↻ ⬆ Ⓞ Not secure | nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml

Accident Report Form [PDF]
Accident Report
Instructions [PDF]

COVID-19 Youth Camp Training Resources:

- [Infection Prevention Audit Tool \[pdf\]](#)
- [Contact Tracing Awareness Training](#)
- [Infection Control Resources Document \[pdf\]](#)

Signs and Posters

- [Stop the Spread](#)
- [Face Coverings](#)
- [Hand Washing](#)
- [Protect Yourself and Others](#)

Additional COVID-19 Resources:

- [New Jersey COVID Dashboard](#)- Should be used by camp operators to have an understanding of the burden of disease within county the camp is operating.
- [Camp Operator Staff Resources](#):
 - [Executive Order 135](#) allows for minors to apply for employment certificates (working papers). For more information on obtaining or applying for working papers please contact your school district.
 - [CDC's guidance on food staff in childcare setting](#)
 - [Association of Camp Nurses \(ACN\)](#)
 - [American Camp Association \(ACA\)](#)
- [CDC's Considerations for Youth Camps](#)
- [CDC's Considerations for Youth Sports](#)
- [Checklist for Parents- Get your Child Ready for Coronavirus and childcare](#)
- [Cleaning and Disinfecting](#)
 - [CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces](#)
 - [CDC's Everyday Steps to Cleaning and Disinfecting Your Facility](#)
 - [EPA Approved Disinfectants](#)
- [ACA's Field Guide for Camps on CDC Guidance](#)

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- [Attestation Form \[PDF Download 188 KB\]](#)
- [Youth Camps Decision Tool](#)
- [Youth Camp Safety: Frequently Asked Questions](#)
- [Organized Sports Guidance](#)

As a reminder, youth sports summer camps that are permitted to open on or after July 6, 2020, must follow all applicable summer camp guidance, available [here](#), in addition to these [Standards for Sports Activities](#).

New Grant Opportunity for Youth Camps

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For Regulators

[Pre-Op \[PDF | Word | Guide\]](#)

[Local Health Dept Outbreak Investigation Toolkit \[PDF\]](#)

[Recognized Certification List \[PDF\]](#)

[Youth Camp Inspection Responsibilities \[PDF\]](#)

[Report Unlicensed Active Camps](#)

[FILE A COMPLAINT](#)

Screening & Admittance

- ✓ **Designated Entry Point (could be bus)**
- ✓ **Consider staggered Drop Off and Pick Up**
- ✓ **COVID Health Temperature Checks Screening**
 - Document Campers & Staff temp 100.4 ↑ showing Signs & Symptoms
 - Refuse Entry
- ✓ **Limit any Non-Essential Visitors, Volunteers etc.**
 - Visitors **REQUIRED** to wear face coverings or refuse entry

N.J.A.C. 8:25 YC Rule

- **Policies and Procedures**
 - Daily Health Screening- signs of abuse, illness, etc.
 - Bound Medical Log
 - Medical area designated for scrapes and bruises

COVID-19 Standard

- **Policies and Procedures**
 - COVID Temp Check Screen Document (At Designated Entry Point)
 - Infection Control procedures for Areas around camp
 - Shared Items and Shared Spaces cleaning policies/procedures
- **Staff/Camper Grouping Ratios**

COVID Temperature Screening Form

- ✓ Only those refused entry should be documented on the COVID Temp screening form

Youth Camp
Daily Log of Camper and Staff COVID-19 Entry Health Screening

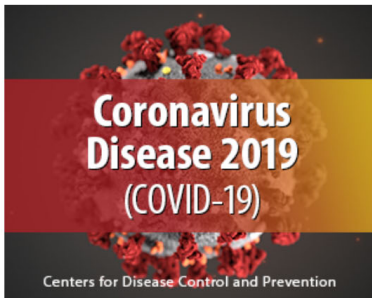
Complete the checklist below for each staff member and child prior to entering or being admitted to the camp daily.

Date: _____
Camp ID: _____

Camp Name: _____

	Staff	Camper	Temperature upon arrival (Exclude if 100.4°F or Higher)	Fever Reducing Medication Administered?	Symptoms (Fever, Cough, Shortness of Breath)?	Household Members with Symptoms of Fever, Cough, Shortness of Breath?	Close Contact with Anyone Diagnosed with COVID-19 in the Past 14 Days?	Excluded?
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amps



For Camp Operators

- [COVID-19 Youth Day Camp Standards Guide \[PDF\]](#)
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- [Safety and Injury Prevention](#)

For Parents

Community's Guide to COVID Compliance
ual Q&A Info Session for Camp Operators
estions to youthcamps@doh.nj.gov indicate 'seminar' in

ly, June 22, 2020

0pm

[Register](#)

[Choosing Child Care Checklist](#)



Attendance/Grouping Ratios

- ✓ **Groupings Ratios = 'Family Unit'**
- ✓ **Designated Indoor/Outdoor**
 - ❑ Indoor group ratios – 1 adult:1 counselor:10 campers (5-17 yrs.)
 - ❑ Outdoor group ratios – 1 adult:1 counselor: 20 campers (5-17 yrs.)
 - ❑ Canopy/cover required for Outdoor Camps
 - ❑ Plan for inclement weather
 - ❑ Restrooms
 - ❑ **Minimize movement of campers and staff between groups**
- ✓ **Masking**
 - ❑ Within 'family units'
 - ❑ When Social Distancing can not be maintained with other groupings- staff and campers must mask
- ✓ **Camp community restricted to States where youth camps are allowed to operate**

N.J.A.C. 8:25 YC Rule

- **Staff Camper Ratios**

COVID-19 Standard

- **Policies and Procedures**
 - Plan to maintain intact staff/camper groups/ratios

Infection Control Strategies

Health Center

- ✓ Designated Health Director Role
- ✓ Written Protocols detailing COVID Response for campers and staff
- ✓ COVID Isolation Area for campers and staff who get sick during the camp day
 - ❑ Stocked with PPE
- ✓ Routine Emergency care area (NJAC8:25)

N.J.A.C. 8:25 YC Rule

- Health Director Certified in Professional Level CPR and Standard level First Aid
- Minimum First Aid Supplies-Medical Kit
- Health Center policies and procedures for daily health surveillance
- Health center is for temporary treatment of sick or injured camper/staff
- Immunization records

COVID-19 Standard

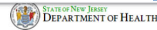
- Policies and Procedures
 - COVID response for symptomatic staff and campers and positive case
 - PPE acquisition and use
 - Surveillance and Contact tracing
 - Notification of Confirmed positive to LHD and YC Project
 - Parents notified to provide face coverings for campers
 - Camp must provide face coverings for staff

Camp Operator Resources

New Jersey Department of Health and Senior Services
 Consumer and Environmental Health Services
 Public Health Sanitation and Safety Program

HEALTH CENTER SUPPLIES

Description of Required Items	Quantity:	
	<40 Campers	40 Can
Adhesive Compress Strips (band aid type)	25	5
Sterile Gauze Dressings (sponge 2"x2")	10	1
Sterile Gauze Dressings (sponge 2"x3")	10	1
Sterile Gauze Dressings (sponge 4"x4")	10	1
Sterile Gauze Roller Bandage (1" wide)	4	1
Sterile Gauze Roller Bandage (3" wide)	4	1
Sterile Eye Dressing Pads (box)	1	1
Triangle Bandages	2	1
Waterproof Tape (1"x 5 yards)	1	1
Bandage Scissors	1	1
Tweezers	1	1
Blanket	1	1
Instant Cold Pack	5	1
Disposable Protective Face Shield	1	1
Disposable Protective Gown	2	1



New Jersey Department of Health
PUBLIC HEALTH AND FOOD PROTECTION PROGRAM
<https://www.nj.gov/health/ceohs/sanitation-safety/>

CURRENT RECOGNIZED CERTIFICATIONS AND AGENCIES

In this document:

PROFESSIONAL CPR

FIRST AID & CPR

POOL LIFEGUARD

OCEAN & TIDAL WATERS

TRAINED POOL OPERATOR

PUBLIC HEALTH & FOOD PROTECTION PROGRAM



NEW JERSEY DEPARTMENT OF HEALTH
PUBLIC HEALTH & FOOD PROTECTION PROGRAM

Youth Camp Safety
 Frequently Asked Questions

Revised June 2020

PLEASE EMAIL YOUR QUESTIONS TO youthcamps@doh.nj.gov

Infection Control Strategies

Handwashing & Hand Sanitizer Stations

- ✓ Numerous stations placed around the camp
 - ✓ Hand washing with soap and water for at least 20 seconds
 - Soap
 - Paper towels
 - Trash Receptacle
 - ✓ Hand Sanitizer
 - 60% alcohol

N.J.A.C. 8:25 YC Rule

- Staff and camper training on infection control including handwashing

COVID-19 Standard

- Handwashing and hand sanitizing stations located

Infection Control Strategies

Cloth Face Coverings and Social Distancing

- ✓ **Required when social distancing can not be maintained between groups**
 - Except when:**
 - Wearing mask inhibits individuals health
 - Extreme heat outdoors
 - During Swimming
- ✓ **Camps must supply face coverings to staff**
- ✓ **Parents must supply to camper**

N.J.A.C. 8:25 YC Rule

COVID-19 Standard

- **Face coverings**
- **Stagger drop off and pick up times to prevent congregating**

Infection Control Strategies Communications and Awareness

✓ Educate Camp Community on COVID Safety

- Stay Home When Ill
- Proper Hand Hygiene and Respiratory Etiquette
- Wearing Face Coverings
- Reporting Illness Immediately

✓ Post signage –pictures to show social distancing, handwashing, face coverings and other prevention methods

- Website: <https://www.nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml>

Environmental Health

Home Lead Asbestos Food and Drug Safety Environmental and Indoor Health Public Health Sanitation and Safety Environmental Public Health Tracking

Home > Public Health Sanitation and Safety > Youth Camps

Public Health Sanitation and Safety

General Sanitation Youth Camps

Youth Camps

Coronavirus

For Camp Operators

COVID-19 Youth Day Camp Standards Guide [PDF]

Signs and Posters

- Stop the Spread
- Face Coverings
- Hand Washing
- Protect Yourself and Others



Infection Control Strategies Communication and Awareness

How to Protect Yourself and Others
Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Face Covering Do's and Don'ts:

DO:

- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



cdc.gov/coronavirus

N.J.A.C. 8:25 YC Rule

SubChapter 5- Health

COVID-19 Standard

- **Immediately Report Confirmed Case of Illness to LHD and YC Project**
- **Multiple entities within Shared Facility coordination to stagger activities**
- **Post signage including age appropriate posters**

Infection Control Strategies

Camp Actions to Take When:

- ✓ **Individual On-Site presents with Signs and Symptoms of COVID-19**
 - ❑ Fever, chills, shortness of breath or difficult breathing, fatigue, muscle body aches, sore throat, headache, new loss of taste or smell
 - ❑ **Immediately** separate the individual from well people until the ill person can leave camp
 - ❑ Communicate to ill to follow Guidance:
 - ❑ [What To Do If You Are Sick](#)
 - ❑ Communicable Disease Service [Guidance for Camps](#)

- ✓ **Staff and/or Camper Confirmed Test Positive**
 - ❑ Camp Director or Health Director contact local health authority and Youth Camp Project for guidance
 - ❑ Identify camper 'family unit' and send home

- ✓ **Camp Closure- LHD to provide direction in consultation with CDS recommendations**
 - ❑ Close areas used by sick person and Deep Clean and Disinfect
 - ❑ Wait 24 hours before cleaning
 - ❑ Identify camper 'family unit'
 - ❑ Ensure proper use and storage of cleaning products

- ✓ **Returning Staff/Campers after Diagnosis or Exposure**
 - ❑ Recovering Staff/Camper and Close Contacts should not return until they have met [CDC criteria to discontinue home isolation](#)



Infection Control Strategies Camps Action to Take When:



New Jersey Department of Health COVID-19 Guidance for Camps

June 19, 2020

Effective July 6, 2020, pursuant to Executive [Order No. 149](#), youth day camps operating in the state of New Jersey may resume and must comply with the requirements detailed in [New Jersey COVID-19 Youth Day Camp Standards Guide](#). Under this Executive Order resident and overnight camps are not permitted to operate at this time. This guidance document outlines public health recommendations and does not supersede requirements set forth by NJDOH Public Health Safety and Sanitation Program.

Reopening youth programs requires everyone to move forward together by practicing social distancing, wearing face coverings, and performing everyday preventive actions to reduce the spread of respiratory illness. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

As youth programs begin to convene, administrators should consider best ways to protect campers, staff, and communities, and prevent the spread of COVID-19 in line with the [Public Health Safety and Sanitation Program guidelines](#). CDC offers a decision tool to help [Youth Program and Camp](#)

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- [Attestation Form \[PDF Download 188 KB\]](#)
- [Youth Camps Decision Tool](#)
- [CDS Guidance for Reopening of Youth Camps](#)
- [Youth Camp Safety: Frequently Asked Questions](#)
- [Organized Sports Guidance](#)

As a reminder, youth sports summer camps that are permitted to open on or after July 6, 2020, must follow all applicable summer camp guidance, available [here](#), in addition to these [Standards for Sports Activities](#).

N.J.A.C. 8:25 YC Rule

SubChapter 5- Health

COVID-19 Standard

- COVID related Response for symptomatic staff/campers
- Readmittance policies follow: [CDS Guidance](#)
- Plan describing Deep Cleaning procedures

Facilities and Buildings

- ✓ **Youth Camp Setting**
 - ❑ Outdoor to provide tenting
 - ❑ Camps may operate indoors but MAY NOT participate in sports activities indoors
- ✓ **Adequate ventilation**
 - ❑ Recirculated air with a fresh air component
 - ❑ Open windows/AC
- ✓ **Prohibition on Playground Equipment**
- ✓ **Building Coordination to facilitate staggering of outdoor activities**
- ✓ **Floor markings, physical partitions or other safeguards should be used as necessary**
- ✓ **Cleaning and Disinfection Policies and Procedures**

N.J.A.C. 8:25 YC Rule

SubChapter 4 Buildings and Grounds

- **Location safe**
- **Potable water**
- **Building Cert of Occupancy**
- **Written Emergency Evacuation Procedures**

COVID-19 Standard

- **Policies and Procedures for cleaning and disinfecting for**
 - Shared Equipment and spaces
 - Common Surfaces
 - Shared Objects
 - Plan to ensure adequate supply of cleaning agents
- **AC Filters changed in accordance w/ Manf**

Transportation

- ✓ **Designated Entry Point**
 - Conduct COVID screening
- ✓ **Adequate ventilation**
 - Recirculated air with a fresh air component
 - Open windows/AC
- ✓ **No Off-site Activities**

N.J.A.C. 8:25 YC Rule

Subchapter 8 Transportation

- **Vehicle insurance**
- **Licensed Driver**

COVID-19 Standard

- **Policies and Procedures for cleaning and disinfecting for**
 - How will social distancing be maintained in the vehicle
 - Staff to accompany driver
 - Cleaning and disinfecting after each use
- **Masks required of driver and staff**
 - Spacing in vehicle

Food Service

- ✓ **No Self Service or Buffet**
- ✓ **Gloves worn during food service**
- ✓ **Encourage Proper Handwashing prior to meals and after**
- ✓ **Disposable utensils encouraged**
 - ❑ Proper washing and sanitizing non disposable utensils after use

N.J.A.C. 8:25 YC Rule

**Subchapter 7: In line with Chapter 24
Retail Food Code**

COVID-19 Standard

- **Social distancing**
 - Avoid Communal dining
 - Mealtimes staggered
- **Hygiene and Sanitation**
 - Clean and sanitize surfaces btw meals

Activities

- ✓ **No Playground Equipment**
- ✓ **No Contact Sports**
 - ❑ Youth Camps must follow [Youth Sports Guidance](#)
 - ❑ Skills and Drills
- ✓ **All sports and sports like activities must be conducted Outdoors**
- ✓ **Stagger play events**
- ✓ **Sports Etiquette**
- ✓ **Frequent water Breaks**

Sports program operators must abide by the following timeline:

<u>Risk Level</u>	<u>Examples</u>	<u>Important Dates</u>
High Risk - Sports that involve close, sustained contact between participants	Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer.	No-contact practices: June 22
Medium Risk - Sports that involve some close, sustained contact, but with protective equipment in place between participants OR intermittent close contact OR group sports OR sports that use equipment that cannot be cleaned between participants.	Lacrosse, hockey, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, swimming relays, fencing, cycling in a group, running in a close group, group sailing, volleyball, soccer, basketball, baseball/softball, short track.	Contact practices and competitions: July 20 No-contact practices: June 22
Low Risk - Sports that can be done individually, do not involve person-to-person contact and do not routinely entail individuals interacting within six feet of one another	Archery, shooting/clay target, individual running events, individual cycling events, individual swimming, individual rowing, individual diving, equestrian jumping or dressage, golf, individual sailing, weightlifting, skiing, snowboarding, tennis, individual dance, pole vault, high jump, long jump, marathon, triathlon, cross country, track and field, disc golf, badminton.	Contact practices and competitions: July 6 Practices and competitions: June 22

Activities



N.J.A.C. 8:25 YC Rule

- Guidelines for High risk Activities offered

COVID-19 Standard

- COVID sport strategy for activities offered
- Skills and Drills
- Cleaning and Sanitizing Equipment
- Frequent Water Breaks
- No masks while engaged in aerobic activities

Annual Accident Report Form

- ✓ Used to document and report on all serious occurrences of illness and injury over the camp season
- ✓ Due by **September 15** of operating year

New Jersey Department of Health
 Consumer, Environmental and Occupational Health Service
 PO Box 369
 Trenton, NJ 08625-0369

ANNUAL ACCIDENT REPORT YOUTH CAMP SAFETY ACT

INSTRUCTIONS:
 In accordance with N.J.A.C. 8:25-5.1(f), report all accident injuries which require only first aid treatment and which do not involve professional medical treatment, restriction of activity or motion, or premature termination of the camper and forward this form within five days of the closure of the camp the codes provided to complete the requested information writing "NO REPORTABLE INCIDENTS" across the front of this form to the address listed above; retain a copy for you

Name and Mailing Address of Owner or Corporation (Include City, State and Zip Code)

Date of Incident	Reporting Criteria Code(s)				Full Name of Camper
	1	2	3	4	

INSTRUCTIONS:

In accordance with N.J.A.C. 8:25-5.1(f), report all accidents resulting in death or serious injuries which require only first aid treatment and which do not involve professional medical treatment, restriction of activity or motion, or premature termination of the camper and forward the CB-15 form within five days of the closure of the camp, or no later than is sooner.

Use the following codes to complete the requested information.

If no reportable incidents occurred, submit a negative report by writing "NO REPORTABLE INCIDENTS" across the front of the CB-15 form, and complete the signature area at the bottom. Mail the form copy for your records.

REPORTING CRITERIA CODES:

- 1 - Involved Professional Medical Treatment
- 2 - Involved Loss of Consciousness
- 3 - Involved Restriction of Activity or Motion
- 4 - Involved Premature Termination of Camper's Stay

ACTIVITY INVOLVED CODES:

- 01 - Archery
- 02 - Baseball
- 03 - Basketball
- 04 - Bicycling
- 05 - Board Games
- 06 - Boating
- 07 - Bowling
- 08 - Campfire Making or Tending
- 09 - Commutation
- 10 - Dancing/Theater
- 11 - Dodgeball
- 12 - Football

LOCATION CODES:

- 1 - General Camp Ground
- 2 - Off Site
- 3 - Playground
- 4 - Pool/Lake/Other
- 5 - Sporting Field/Ground
- 6 - Transport To/From

TYPE OF INJURY CODES:

- 01 - Allergic Reaction
- 02 - Back Injury
- 03 - Bite (Animal)
- 04 - Bite (Human)
- 05 - Bites (Insect/Spider)
- 06 - Breathing Difficulty/Respiratory
- 07 - Bruise/Contusion
- 08 - Burn
- 09 - Dental/Mouth Injury
- 10 - Ear Injury

ANNUAL ACCIDENT REPORT YOUTH CAMP SAFETY ACT

INSTRUCTIONS AND CODES

Public Health Sanitation and Safety

- General Sanitation
- Youth Camps
- Drinking Water and Public Health
- Public Recreational Bathing
- Application Payments

Youth Camp Forms

Please Read the FAQ

- Youth Camp Application [PDF]
- Instructions Checklist [PDF]
- Pay Online
- Submit via Email
- Single-Sport Application [PDF]
- Instructions Checklist [PDF]
- Pay Online
- Submit via Email

- Accident Report Form [PDF]
- Accident Report Instructions [PDF]

Youth Camps



Camp Community's Virtual Q&A Info Session

Submit questions to youthcamp@nj.gov the subject

Date: Monday, June 22, 2020

Time: 2-4:30pm

[Click Here to Register](#)

Webinar ID:
 459-150-739

Youth summer camps will be after **July 6, 2020**, provided Summer Camp Standards, t

Q&A

Presenters: Loel Muetter, PRB
Danielle Clemons, Youth Camps
Barbara Carothers, Communicable Disease Service (CDS)

Visit our NJDOH Project Websites at:

[NJ Youth Camps](#)

[NJ Pool Rec Bathing](#)

[Communicable Disease Service](#)

Contact us at

YC Email: youthcamps@doh.nj.gov

PRB Email: PRB@doh.nj.gov

Thank You for Participating

