

# YOUTH CAMP CHECKLIST FOR CAMP OPERATORS

## KEY

BLACK- Youth Camp Safety Standards

**BOLD**- Frequently cited violations

RED- COVID-19 Standards

## CERTIFICATE OF APPROVAL

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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

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### Records

Discipline policies and practices.

Statement of personnel policies and practices.

Job descriptions of each staff classification.

## STAFF ORIENTATION

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Have you or will you conduct a staff pre-season orientation and training?

Does it cover:

- Personnel policies and practices?
- Job descriptions?
- Disciplinary policies?
- Basic principles of emergency first aid?
- Blood-borne pathogens?
- Infection control?
- Hand washing?
- Emergency procedures?
- Daily health surveillance procedures?
- Lost camper and lost swimmer policies?

Is the staff training program implemented and documented on issues related to child abuse and neglect?

Does the staff training include the following protocols:

- Daily health screening for signs of COVID-19 at entry?
- Use of personal protective equipment (PPE)?
- Infection control strategies – hand hygiene, social distancing, limiting non-essential visitors, limiting large group gatherings, and field trips?
- Suspected or confirmed COVID-19 case isolation, notification, response?
- Facility management- cleaning and disinfection, ventilation?
- Attendance- groups of campers, transportation?
- Food service- social distancing and hand hygiene?

Have COVID-19 safety measures been communicated to staff, parents, and campers, including:

- COVID-19 signs and symptoms?
- Staying home when ill?
- Proper hand hygiene and respiratory etiquette?
- Wearing face coverings when social distancing can't be maintained?
- Reporting illnesses to the camp Health Director or other healthcare personnel immediately?

## STAFF BACKGROUND CHECK

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### Records

Procedures for the review of the background of each staff member.

**Criminal background check through [New Jersey State Police](#) or equivalent for adult staff (18 years of age or older).**

Notarized statements of no change in criminal history status provided by continuously employed or returning adult staff.

**[National Sex Offender](#) registry check for all staff members.**

## HIGH RISK ACTIVITIES

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*OFF-SITE ACTIVITIES AND FIELD TRIPS ARE PROHIBITED.*

### Records

Copies of the most recent guidelines for each high-risk activity you offer.

Procedures outlining activities offered at the camp, including COVID-19 mitigation strategy for each activity.

## SUPERVISION OF CAMPERS

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Do you follow the group capacity limitations for ages 5-17?  
Maximum group size 1 adult & 1 counselor per 20 campers.

Do you follow the group capacity limitations for ages 2.5-4?  
Maximum group size 1 adult & 1 counselor per 14 campers.

### Records

Written plan to ensure that groups include the same group of children each day  
and that the same staff remain with the same group each day.

## SITE AND BUILDINGS

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Did you ensure your location does not present fire, health, and safety hazards?

Is your building in compliance with the requirements of the [New Jersey Uniform Construction Code, N.J.A.C. 5:23](#) and the [New Jersey Uniform Fire Code, N.J.A.C. 5:70](#)?

Is a canopy, tenting, or cover provided in outdoor camps?

Does your indoor facility have adequate ventilation?

Are handwashing stations and hand sanitizers (at least 60% alcohol) provided in  
numerous areas around the camp?

Are physical barriers installed where necessary to allow for social distancing and  
reducing the risk of COVID-19 transmission?

Are COVID-19 precautions signs posted as necessary, including 6 feet social  
distancing, frequent handwashing, use of face covers, and others as feasible?

Do you have a sufficient supply of gloves, face coverings, face masks, and other  
PPE for staff and campers?

### Records

Pick-up and drop-off policies and procedures that includes:

- Efficient health screening upon arrival.
  - Social distancing.
  - Limiting congregation of people in indoor areas.
- Staggered pick-up and drop-off times are recommended.*

## HEALTH

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Do you maintain the minimum first aid supplies set forth in [Appendix E](#)?

Have you established a health center for the temporary isolation and treatment of sick or injured campers and/or staff members? (should be separate and distinct from a COVID-19 related treatment space)

Does the daily health surveillance program include monitoring for signs and symptoms of COVID-19 and Multisystem Inflammatory Syndrome (MIS) among campers and staff?

Does the daily health surveillance program include temperature screening at entry for staff and campers?

Does the daily health surveillance program specify that camp will exclude campers/staff who exhibit symptoms related to COVID-19?

Does the Health Director have knowledge of sign and symptoms of COVID-19 disease and current COVID-19 guidance documents from the [NJDOH Communicable Disease Service \(CDS\)](#)?

Is an isolation space provided for COVID-19 symptomatic staff and campers?

Have parents been notified that face coverings should be provided for their camper?

Records

Health Director's professional-level infant, child, and adult [cardiopulmonary resuscitation \(CPR\) certification](#).

Health Director's [certification in standard-level First Aid](#).

Written arrangements made with the local Emergency Medical Service or ambulance squad for medical transport to the nearest hospital in order to treat campers with serious injuries and/or illnesses.

Written outline of daily procedures for health surveillance of campers and staff  
System for documenting all obvious and unusual observations made during the daily health surveillance.

Written medical policies and procedures on the treatment of illness and injury and the administration of non-Rx drugs.

Written health histories for staff and campers.

**Campers' immunization records and/or religious exemptions.**

Written infection and control procedures for areas around the camp, including camp entrances, dining areas, restrooms, and other areas prone to congregation.

Written procedures for social distancing methods.

## SAFETY

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Do fire extinguishers meet the requirements of the Fire Underwriters Association and strategically placed so that they are easily accessible?

### Records

**Written emergency procedures that address, at a minimum, evacuation of the camp, fires, natural disasters, serious accidents, illness or injury, and lost camper(s).**

Certification from the State of local fire marshal that the camp is in compliance with all local and State fire codes and rules.

Plan for inclement weather conditions which may include moving of camp indoors while addressing social distancing among groups.

Illness and injury policy that address COVID-19 response strategy including:

- Isolation of suspected cases.
- Notification of parents/guardians, staff, local health officials, and NJDOH Youth Camp Project.

Policy on returning a staff or camper to camp after COVID-19 diagnosis or exposure according to NJDOH CDS and CDC guidance.

## NUTRITION AND MEAL SERVICE

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Do foods and food service conform to the [Sanitation in Retail Food Establishments and Food and Beverage Vending Machines, N.J.A.C. 8:24](#)?

### Records

Written procedures for food service practices including:

- No communal dining, self-service, or buffet style dining offered.
- Gloves are used when handling and serving food.
- Directions are given for proper hand washing before and after meals.
- Surfaces are cleaned and sanitized between each meal service.
- Non-disposable utensils are handled with gloves.
- Mealtimes are staggered to ensure social distancing among group members.

## POTABLE WATER

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Does the potable water meet the [New Jersey Safe Drinking Water Act, N.J.S.A 58:12A-1 et seq.](#) regarding construction, operation, and water quality?

### Records

For camp that is open less than a calendar quarter every year:  
Evidence of a water bacteriological and nitrate analysis deemed satisfactory by the standards of the [New Jersey Safe Drinking Water Act, N.J.S.A. 58:12A-1 et seq.](#) prior to opening for the season.

## TRANSPORTATION

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Do transport vehicles conform to the requirements [of Motor Vehicles and Traffic Regulation, N.J.S.A. 39:1-1 et seq.](#), and the Motor Vehicle Commission rules promulgate thereunder [N.J.A.C. 13:21](#)?

Are camp transportation vehicles cleaned and disinfected between each use?

### Records

Written policy established for transportation.

Vehicle Liability Insurance for youth camp, person(s) or agency providing transportation for campers.

### Transportation Records:

- Transportation routes.
- Names of campers being transported.
- Name and address of driver.
- A photo static copy of his or her valid school bus driver license.
- If a contractor is used to provide transportation services, the name and address of the contractor.

Copy of all drivers' valid Commercial Driver's License with a "P" and "S" endorsement.

### Written transportation policy that covers measures to prevent the spread of COVID-19 including:

- Bussing/transportation to and from camp allows for social distancing.
- All staff onboard buses are required to wear face coverings.
- Face coverings are encouraged to be worn by campers as feasible and are most essential in times when social distancing is difficult to maintain.
- Windows are kept open to encourage ventilation.
- Space between passengers is maximized.

## SWIMMING ACTIVITIES

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Do swimming pools and bathing beaches used by youth camps conform to all applicable municipal ordinances, State statutes, and the [Public Recreational Bathing rules, N.J.A.C. 8:26?](#)

## MAINTENANCE AND SANITATION PROCEDURES

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Is the camp maintained in a clean, safe, and sanitary condition?

Is recreational equipment maintained in safe operating condition?

Have arrangements been made to ensure that adequate supply of cleaning and disinfection materials is maintained?

If multiple entities operate programs out of a shared facility, have arrangements been made to stagger the activities to minimize intermingling between groups?

### Records

Weekly safety inspection or recreational equipment, including playground.

Written procedure for routine enhanced cleaning and disinfection of common spaces such as rooms and playgrounds with shared equipment, surfaces, and shared objects using EPA approved disinfectants.

Written procedures for deep cleaning that follows CDC guidelines for reopening a camp closed due to identification of positive case(s) as recommended by NJDOH Communicable Disease Service.

## INSECT, RODENT, AND WEED CONTROL

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Is mosquito breeding controlled by keeping grounds free of cans, jars, buckets, old tires, and other articles, which may hold water?

Is fly breeding controlled by eliminating unsanitary practices?   
Every door, window, or other opening to the outside, which is used for ventilation, is outfitted with a screen of at least 16 mesh.

Are all enclosed buildings maintained so as to eliminate rodent harborage, including buildings where food is stored or served?

Is weed growth controlled along pathways and within each campsite to reduce tick and chigger populations?

**OTHER**

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Have you applied for and/or received [New Jersey Dept. of Human Services Emergency Child Care Assistance Program youth camp grant](#) of up to \$2000?

Have you applied for and/or received Child Care subsidy via the Child Care Resource and Referral Agency?



## RESOURCES

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

- [NJ Youth Camp Safety Standards](#) (includes list of minimum first aid supplies in Appendix E)
- [COVID-19 Youth Day Camp Standards Guide](#)
- [Attestation Form](#)
- [Youth Camp Safety: Frequently Asked Questions](#)
- [Recognized Certifications and Agencies](#)
- [NJDOH Emergency Child Care Assistance Program youth camp grant](#)

NJDOH Public Recreational Bathing Website: <https://www.nj.gov/health/ceohs/sanitation-safety/prb.shtml>

- [PRB Rule N.J.A.C. 8:26](#)
- [NJ COVID-19 Outdoor Pool Standards](#)

NJDOH Communicable Disease Website: <https://www.nj.gov/health/cd/>

- [COVID-19](#)

CDC COVID-19 Suggestions for Youth and Summer Camps: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

NJDCF Office of Licensing Website: <https://www.nj.gov/dcf/about/divisions/ol/>

NJ State Police Criminal History Record Request: <https://www.njportal.com/njsp/212b/>

Family Watchdog: <https://www.familywatchdog.us/>

NJ Uniform Construction Code N.J.A.C. 5:23: <https://www.nj.gov/dca/divisions/codes/codreg/ucc.html>

NJ Uniform Fire Code N.J.A.C. 5:70: <https://www.nj.gov/dca/divisions/dfs/codes/>

Sanitation in Retail Food Establishments and Food and Beverage Vending Machines N.J.A.C. 8:24: [https://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24\\_effective\\_1207.pdf](https://www.state.nj.us/health/ceohs/documents/food-drug-safety/chapter24_effective_1207.pdf)

New Jersey Safe Drinking Water Act N.J.S.A 58:12A-1 et seq: [https://www.nj.gov/dep/watersupply/pdf/statut\\_58.12A-1\\_SDWA.pdf](https://www.nj.gov/dep/watersupply/pdf/statut_58.12A-1_SDWA.pdf)

Motor Vehicles and Traffic Regulation N.J.S.A. 39:1-1 et seq: <https://www.state.nj.us/mvc/pdf/inspections/Title%2039.pdf>

Motor Vehicle Commission N.J.A.C. 13:21: [https://www.state.nj.us/mvc/pdf/about/R\\_2017\\_d\\_205.pdf](https://www.state.nj.us/mvc/pdf/about/R_2017_d_205.pdf)