



COUNTY OF DUTCHESS
DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

May 2020

Dear campground, seasonal temporary residence, or cooperative organization (co-op) property operator:

The recent Commissioner's Order restricting the operation of campgrounds, seasonal temporary residences, and co-op properties until May 30, 2020 has been modified and will allow these operations to begin on May 16, 2020 pending the submission of an acceptable plan, issuance of a permit, and implementation of control measures for campgrounds and seasonal temporary residences permitted by the Dutchess County Department of Behavioral & Community Health (DBCH). Seasonal co-op operators are encouraged to develop a written COVID-19 plan.

In certain circumstances however the State or County has the authority to direct programs to close under emergency orders. In addition, as a campground, seasonal temporary residence, or seasonal bungalow community operator, you are free to close your own programs should you wish to do so. If your program does close, please remember to notify DBCH.

Campground and seasonal temporary residence operators, permitted by DBCH are hereby required to develop a written COVID-19 plan, acceptable to this Department, that will identify the control and response measures that will be implemented at your facility during the COVID-19 pandemic.

Please use the attached form to document the COVID-19 plan for your facility and submit the completed plan to the Dutchess County Department of Behavioral & Community Health for review for approval by email at ehs@dutchessny.gov or by fax at (845)486-3545.

Once your plan is accepted by DBCH, you will be required to implement the approved COVID-19 plan for your facility until you receive written notification from DBCH indicating otherwise. In doing so, please remember that you are required to ensure that your operation complies with any State or County Orders (currently, food service is limited to take-out or delivery, facial covering is required in a public setting if social distancing cannot be maintained, and recreation areas such as pools, bathing beaches, and playgrounds are required to be closed).

Items to consider that will help you to develop your plan and implement control measures to help reduce or prevent the spread of COVID-19 at your facility include but are not limited to:

1. How will you keep your guests informed of the rules you need them to follow to prevent the spread of COVID-19? Some examples below.
 - a. You can place posters at strategic locations. <https://www.dutchessny.gov/Departments/County-Executive/Docs/COVID-19-Community-Resource-Guide-Poster.pdf>
 - b. You can explain the rules to them upon their arrival.
 - c. You can give them educational materials upon their arrival.
2. How will you implement and enforce social distancing? Some examples below.
 - a. You can modify activities in a way that promotes social distancing. For example, instead of providing group artwork activities you can provide supplies to your guests.

- b. Eliminate activities that cannot be done while practicing social distancing. For example, do not make shared bonfires or host parties, close playgrounds, pools, bathing beaches, basketball courts.
 - c. You can choose to only accept campers with self-contained units.
 - d. You can limit food service to take out only from your food service operations (once the restriction is lifted).
 - e. You can modify seating arrangements to promote social distancing.
 - f. You can set up guides to ensure that people waiting in line are distanced 6 feet apart.
 - g. You can reduce the number of campers below capacity.
 - h. You can provide on-line check-in.
3. How will you prevent gatherings?
- a. You can inform your guests that they are not to congregate with other campers.
 - b. You can inform your guests that visitors are not allowed.
4. Promoting and facilitating hand hygiene.
- a. You can make sure that hand washing stations/sanitizer are available at strategic locations.
 - b. Place posters promoting hand hygiene in bathrooms and by hand washing stations.
5. Promoting and facilitating respiratory hygiene.
- a. Place posters promoting respiratory hygiene at strategic locations.
 - b. Make sure there are enough garbage receptacles and that they are emptied regularly.
 - c. You can require that guests wear facial coverings outside of their site.
6. How will you prevent employees from working while they are sick?
- a. You can monitor the health of staff and ensure that they not come to work if they are sick or under a COVID-19 related quarantine.
7. How will you prevent guests from exposing other guests to COVID-19?
- a. You can prevent guests who are sick with COVID-19 symptoms (fever, cough, sore throat, or shortness of breath) or who are in a COVID-19 quarantine from checking-in.
 - b. You can require guests who develop COVID-19 related symptoms to self-isolate.
 - c. You can require guests arriving from areas where COVID-19 is prevalent to self-isolate for two weeks.
 - d. You can provide information to guests on local urgent care centers and hospitals.
8. How are you going to keep the shared facilities clean and disinfected?
- a. The New York State Department of Health has developed guidelines. Their guidelines may be found at the following link [Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#).
9. In order to facilitate contact tracing, will you keep records of guests and their contact information?

Please visit our website for information and updates at:

<https://www.dutchessny.gov/Coronavirus>

Thank you for your role in helping reduce the spread of illness.

James D. Fouts

Associate Public Health Sanitarian

enclosure

May 2020

Written COVID-19 plan for campgrounds and seasonal temporary residences

Facility Name _____

Address _____

Operator's Name _____ Phone number _____

Type of facility (circle) Seasonal Temporary Residence Bungalow Colony Campground

Capacity and type of accommodations (indicate type and number)

RV _____ Tent/trailer sites _____ Cabins _____ Rooms _____

Dates of operation Month/day _____ to _____

1. How will you keep your guests informed of the rules you need them to follow to prevent the spread of COVID-19?

2. How will you implement and enforce social distancing?

3. How will you prevent gatherings?

4. How will you promote and facilitate hand hygiene?

5. How will you Promote and facilitate respiratory hygiene?

6. How will you prevent employees from working while they are sick?

7. How will you prevent guests from exposing other guests to COVID-19?

8. How are you going to keep the shared facilities clean and disinfected? Describe your procedure and product used for frequent disinfection of high touch surfaces in your facility. How often will disinfection occur, who will perform the disinfection and what protective equipment will be used? How will these people be trained to do this important task? Here is the EPA's list of disinfectants effective against coronavirus: https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf. Alternatively, you may prepare a 2% bleach disinfection solution by adding one tablespoon of household bleach to a quart of water

9. In order to facilitate contact tracing, will you keep records of guests and their contact information?

10. Are you planning to modify the capacity of your facility or the location of guest accommodations during the COVID-19 pandemic?

11. Describe your procedure for check-in. Are you able to perform check-in on-line or remotely? Do guests need to enter the office?

12. Does your facility have a playground, swimming pool or bathing beach? If so, what is your plan for these features?

13. Are you modifying or eliminating any programs/congregation areas such as meeting rooms to help to maintain social distancing?

14. Does your facility have communal bathrooms or showers? What control measures will be in place to help prevent exposure to coronavirus?

15. Does your facility have a camp store, snack bar, or other vending area? If so, describe your procedure for operation. Please remember that food service operations can only offer take out or delivery of food at this time.

16. Describe your method to identify guest/staff suspected or confirmed illness(es) and report the illness(es) to DBCH within 24 hours.

17. Is there any other information that you would like to include?

Attach your facility rules and additional information as needed.

Operator name _____

Date _____

Operator signature _____

By signing this plan, you are affirming that the procedures will be implemented and enforced at your facility. These control measures may not prevent the transmission of COVID-19 at your facility. These procedures must remain in place until you have received written approval from DBCH that the control measures can be modified or discontinued.

DBCH Use Only

Plan reviewed by _____ Date _____

Plan acceptable Yes _____ No _____

Notification of plan acceptance to operator Yes _____ Date _____

Comments _____

