



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

May 2020

Dear children's camp operator:

New York State has not yet indicated whether children's camps will be allowed to operate during the COVID-19 pandemic or what specific operational restrictions would be enforced if operation is allowed. If camps can open, you may choose to operate within the guidelines and directives, or to suspend operation. If your program does not plan to operate for the 2020 season, please remember to notify the Dutchess County Department of Behavioral & Community Health (DBCH).

Children's camps that operate during the COVID-19 pandemic need to develop a written safety plan that details the procedures and control measures that will be in place at camp during the pandemic. We have provided guidelines below and a COVID-19 plan template to help you prepare should New York State allow the operation of children's camps.

Items to consider that will help you 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 employees, children and parents informed of the rules you need them to follow to help prevent the spread of COVID-19? Some examples below.
  - a. You can place age appropriate posters at strategic locations.
  - b. You can provide age appropriate training and materials for the employees and the children.
  - c. You can provide an informational document to the parents.
  
2. How will you implement and enforce social distancing? Some examples below.
  - a. You can modify activities in a way that promotes social distancing.
  - b. You can modify food service to reduce/eliminate common touching of equipment and surfaces.
  - c. You can increase the space between campers seated at the dining hall or stagger mealtimes.
  - d. You can eliminate activities that cannot be done while practicing social distancing.
  - e. You can modify your buddy system so that buddies do not need to join hands.
  - f. You can modify seating arrangements to promote social distancing (i.e. seating halls, meeting rooms).
  - g. You can come up with creative ways to ensure that children waiting in lines are distanced 6 feet from each other.
  - h. You can reduce the number of children to below capacity.
  - i. If you have an overnight camp, you can reduce the number of campers sleeping in an area.
  - j. You can choose not to invite parents and relatives to parties.
  - k. You can choose to cancel activities that require children to travel off-site.

223 Main Street, Beacon, New York 12508 • (845) 838-4801 • Fax (845) 838-4824

131 County House Road, Millbrook, New York 12545 • (845) 677-4001 • Fax (845) 677-4008

85 Civic Center Plaza - Suite 106, Poughkeepsie, New York 12601 • (845) 486-3404 • Fax (845) 486-3545 • TTY (845) 486-3417

HealthInfo@DutchessNY.gov  
DutchessNY.gov/DBCH

3. Promoting and facilitating hand hygiene.
  - a. You can make sure that hand washing stations/sanitizer are available at strategic locations.
  - b. You can incorporate hand washing in your daily activities.
  - c. You can place age appropriate posters promoting hand hygiene in bathrooms and by making hand washing stations available. Age appropriate posters are available on CDC website. <https://www.cdc.gov/handwashing/posters.html>
  - d. You can have staff supervise camper hand washing.
  
4. Promoting and facilitating respiratory hygiene.
  - a. Place posters promoting respiratory hygiene at strategic locations.
  - b. Make sure there are enough supplies of tissue paper and garbage receptacles and that garbage receptacles are emptied regularly.
  - c. You can require that children and/or employees wear facial coverings/masks. If you choose to have children wear masks find creative ways to prevent them from sharing their facial coverings/masks.
  - d. You can discuss respiratory hygiene during camper and staff orientations and reinforce the practice during the camp session.
  
5. How will you prevent employees from working while they are sick?
  - a. You can monitor the health of staff at least daily and ensure that they not come to work if they are sick or under a COVID-19 related quarantine.
  - b. You can isolate employees who develop COVID-19 related symptoms.
  
6. How will you prevent campers/staff from exposing others to COVID-19?
  - a. You can prevent children who are sick with COVID-19 symptoms or who are in a COVID-19 quarantine from attending camp.
  - b. You can require employees and campers who are arriving from areas where COVID-19 is prevalent to self-quarantine for two weeks.
  - c. You can monitor the health of campers at least daily and isolate children who develop COVID-19 related symptoms.
  - d. You can ensure that appropriate personal protective equipment is used when social distancing cannot be achieved (when performing first aid or other activities).
  - e. You can make sure that medical staff are educated on identifying the symptoms of COVID-19 in children.
  
7. How are you going to keep the camp facilities clean and disinfected?
  - a. Camps should clean and disinfect facilities at least daily and clean and disinfect frequently touched surfaces at least daily and between use as much as possible.
  - b. The New York State Department of Health has developed guidelines for cleaning and disinfection. These guidelines may be found at the following link <https://coronavirus.health.ny.gov/home>
  - c. The Centers for Disease Control and Prevention (CDC) also has guidelines about cleaning and disinfection. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>.
  - d. Maintain cleaning logs.

8. In order to facilitate contact tracing, how will you keep records of campers and staff and their contact information?

Please visit our website for information and updates at <https://www.dutchessny.gov/Coronavirus> and CDC considerations for youth and summer camps at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

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 children's camps**

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Operator's Name \_\_\_\_\_ Phone number \_\_\_\_\_

Type of camp Day \_\_\_\_\_ Overnight \_\_\_\_\_

Capacity #Campers \_\_\_\_\_ #Staff \_\_\_\_\_

Dates of operation Month/day \_\_\_\_\_ to \_\_\_\_\_

1. How will you keep employees, children and parents informed of the rules you need them to follow to prevent the spread of COVID-19?

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\_\_\_\_\_  
\_\_\_\_\_

2. How will you implement and enforce social distancing?

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\_\_\_\_\_  
\_\_\_\_\_

3. How will you modify/eliminate gatherings?

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\_\_\_\_\_  
\_\_\_\_\_

4. How will you promote and facilitate hand hygiene?

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5. How will you promote and facilitate respiratory hygiene?

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

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7. How will you prevent campers from exposing other people to coronavirus?

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8. How are you going to keep the camp facilities clean and disinfected?

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9. In order to facilitate contact tracing, will you keep records of staff and camper's attendance and their contact information?

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10. Are you planning to modify the capacity or duration of your operation during the COVID-19 pandemic? Please describe.

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11. If your operation is an overnight camp, are you planning on modifying the location/arrangement of camper and/or staff accommodations during the COVID-19 pandemic?

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12. How far in advance of the campers do counselors arrive on site for training/orientation?

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13. Are your staff or campers transported to the camp by bus or car? What are your procedures to help maintain social distancing or facial covering during transport?

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14. Is your camper or staff population from out of the area or international? Are you provided information regarding health history/screening regarding COVID-19?

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15. Describe the initial health screening and daily health screening for campers and staff. Are temperatures of campers and staff taken and recorded daily?

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16. Describe your policy for frequent handwashing by campers and staff.

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17. Does your camp provide transportation for campers and/or staff? What protocols will be in place to help reduce the spread of coronavirus during transportation?

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18. Does your facility have a playground? If so, what is your plan for this feature?

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19. Are you modifying or eliminating any programs/congregation areas such as meeting rooms to help to maintain social distancing? Are you planning on altering food service and separating seating at dining halls? If so, how will you accomplish this?

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

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21. 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](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.

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22. Will your facility alter activities during the COVID-19 pandemic? Please explain.

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23. Does your camp operation plan off-site trips? If so, what protocols will be implemented to reduce the risk of coronavirus transmission.

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24. Does your facility have a swimming pool or beach? Describe your protocols to promote social distancing, as much as possible.

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25. Describe your method to recognize camper/staff suspected or confirmed illness(es) and report the illness(es) to DBCH within 24 hours.

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26. Describe your protocol for testing individuals suspected of having COVID-19.

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27. What protocol will be implemented if a camper or staff member develops a suspected or confirmed case of COVID-19? Does your camp have the ability to isolate one or more individuals who are suspected of or confirmed with having COVID-19?

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

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Attach additional information as needed.

Operator name\_\_\_\_\_

Date\_\_\_\_\_

Operator signature\_\_\_\_\_

By signing this plan, you are affirming that the above procedures will be implemented and enforced 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. These control measures may not prevent the transmission of COVID-19 at your facility.

DBCH Use Only

Plan reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Plan acceptable      Yes \_\_\_\_\_      No \_\_\_\_\_

Notification of plan acceptance to operator      Yes      \_\_\_\_\_      Date \_\_\_\_\_

Comments \_\_\_\_\_  
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