



Los Angeles County Department of Public Health (LAC DPH) Guidelines for COVID-19 Prevention in Day Camps

Recent updates: (Changes highlighted in yellow)

3/31/2023

- This update aligns with the new California Department of Public Health (CDPH) [Guidance for Local Health Jurisdictions on Isolation and Quarantine of the General Public](#) that took effect on March 13, 2023.
- Updates also reflect the new [Los Angeles County Department of Public Health Guidelines for COVID-19 Cases \(Isolation\) and Close Contacts](#) that went into effect on March 13, 2023, replacing the now rescinded Los Angeles County Public Health Emergency Orders regarding isolation and quarantine for the general public.
- Eliminates specific outdated recommendations.

COVID-19 case rates, hospitalizations, and deaths have markedly decreased, but COVID-19 continues to pose a risk to communities, and especially to individuals more vulnerable to severe disease and consequences of COVID-19, including older adults, persons who are immunocompromised or have certain underlying health conditions, as well as anyone who remains unvaccinated. Everyone should continue to take precautions to reduce the risk of spread in order to protect the most vulnerable among us. The guidance below is specific to Day Camps and designed to reduce the risk of disease transmission and outbreaks in those settings. Please note that businesses such as day camps are free to be more restrictive in their safety requirements than County orders mandate.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to create physical distancing where feasible.
- (3) Measures to optimize infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas should be addressed as your facility develops any **operating procedures**.





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All Day Camps covered by this guidance should implement as many applicable measures as possible listed below as is practicable. Layering of multiple mitigation strategies is the best way to optimize the safety of your program and facilities.

Day Camp Name: _____

Facility Address: _____

A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY)

- All employees (including paid staff and volunteers; referred to collectively as “employees”) have been told not to come to work if sick. **Anyone with new onset of symptoms consistent with COVID-19 is strongly recommended to undergo diagnostic testing with an FDA-authorized COVID-19 test, which may include self-administered over-the-counter tests. Anyone testing positive or told by a health care provider that they are suspected to have COVID-19, must follow DPH instructions for [self-isolation](#).** A symptomatic employee who does not consult a medical provider or does not take a test must isolate for **a minimum of 5** days.
- Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Strongly encourage all workers (paid employees and volunteers) to be up-to-date on COVID-19 vaccination and boosters.
- Upon being informed that one or more employees test positive, the employer has a plan in place to have the case(s) immediately isolate themselves. **Employees who are close contacts of the COVID-19 case must follow Cal/OSHA COVID-19 Prevention – Non-Emergency Regulations.** See [Responding to COVID-19 in the Workplace](#) for further information. The employer’s plan should consider **how** all exposed employees **will** have access to testing for COVID-19 for early identification of additional cases and to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures.
- Day camps are **required** to notify **the Los Angeles County Department of Public Health (LAC DPH) of all clusters of 3 or more cases of COVID-19 who were epidemiologically-linked and on site at any point within the 14 days prior to the illness onset date. LAC DPH will work with the day camp to determine whether the cluster is an outbreak that will require a public health outbreak investigation. Refer to the [COVID-19 Exposure Management Plan Guidance in TK-12 Schools](#) for details.**



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- Online reporting is the preferred method for notifying **LAC DPH** of COVID-19 exposures at the facility and can be done on a computer or mobile device with access to the secure web application SPOT (Shared Portal for Outbreak Tracing): https://spot.cdph.ca.gov/s/?language=en_US. If there are multiple cases to report, facilities can submit their reports using the “Bulk Upload Template” located within the SPOT Portal. All **cluster** notifications should be submitted within **1 business day** of camp staff being made aware of the **third, or last, case in the cluster**.
 - Requirement to provide upgraded masks to all camp employees** upon request: Employers are required to provide, upon request, for voluntary use, well-fitting medical masks and respirators at no cost to their employees, who work indoors and have contact with others. Please note, that CAL/OSHA requires that employers provide respirators upon request for voluntary use to any unvaccinated employee who is working indoors or in shared vehicles.
 - Restrooms and other common areas are cleaned frequently, but no less than once per day during operating hours, on the following schedule:
 - Restrooms _____
 - Other _____
 - Disinfectant and related supplies are available to employees at the following location(s):

 - Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

 - Employees are reminded to wash their hands frequently.
 - A copy of **these guidelines** has been distributed to each employee.
 - Monitor staff absenteeism and have a roster of trained back-up staff where available.
 - All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:

B. MEASURES TO CREATE PHYSICAL DISTANCING WHERE FEASIBLE

- If transport vehicles (e.g., buses) are used by the Camp, drivers should practice all safety actions as indicated for other staff (e.g., hand hygiene, masks, and physical distancing).
 - Masks are strongly recommended, but not required, for drivers and passengers.





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- Keep all windows open as much as possible to maintain good ventilation. Avoid using recirculated air options while there are passengers in the vehicle; use the vehicle's vents to bring in fresh outside air.

C. MEASURES FOR INFECTION CONTROL

- ❑ Designate a staff person (e.g., camp nurse or healthcare provider) to be responsible for responding to COVID-19 concerns. All camp staff and families should know who this person is and how to contact them. This individual should be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials of all COVID-19 cases at the site within 1 business day of being notified of a case.
- ❑ Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans and hand sanitizers with at least 60 percent ethyl alcohol for staff and those campers who can safely use hand sanitizer.
- ❑ Teach campers the following personal protective measures
 - Washing hands regularly before and after eating; after coughing or sneezing; after being outside; and after using the restroom
 - Avoid touching your eyes, nose, and mouth
 - Cover coughs and sneezes
 - Use a tissue to wipe your nose and cough/sneeze inside a tissue or your elbow
- ❑ Consider routines enabling camp staff and campers to regularly wash their hands at staggered intervals.
- ❑ Campers and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single use cloth towels) to dry hands thoroughly.
- ❑ Staff should model and practice handwashing. For example, for younger campers, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- ❑ Campers and staff should use hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers, especially when hands are visibly dirty.
- ❑ Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1- 800-222-1222. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.
- ❑ Drinking fountains may be made available for use. Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables, and surfaces in transportation vehicles should be cleaned routinely.



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- ❑ When choosing cleaning products, use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list “N” and follow product instructions. These products contain ingredients which are safer for individuals with asthma.
- ❑ Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on the hazards of the chemicals, manufacturer’s directions, and Cal/OSHA requirements for safe use.
- ❑ Custodial staff with the responsibility of cleaning and disinfecting the site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children’s reach and stored in a space with restricted access.
- ❑ When cleaning, air out the space before campers arrive; plan to do thorough cleanings when campers are not present. If using air conditioning, use the setting that brings in fresh air. Replace and check air filters and filtration systems to ensure optimal air quality.
- ❑ Follow CDPH Guidance on COVID-19 and Improving Indoor Air Quality: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/COVID-19-and-Improving-Indoor-Air-Quality-in-Schools.aspx>. Effective ventilation is one of the most important ways to mitigate transmission via small particles (aerosols).
- ❑ Camps with indoor sports should also refer to DPH [COVID-19 Prevention Best Practices for Gymnasium Ventilation](#)
- ❑ If opening windows poses a safety or health risk, consider alternate strategies for improving indoor air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13) or using portable air cleaner units.

CAMPERS

- ❑ Train staff and educate campers and their families about when they should stay home and when they can return to camp. Actively encourage staff and campers who are sick to stay home.
- ❑ The facility may follow DPH [Decision Pathways for Symptoms in TK-12 Schools](#) for persons who screen positive for symptoms prior to entry to the facility. Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had a COVID-19 positive test. Symptom checks are conducted before visitors may enter the facility. Checks should include a check-in concerning symptoms consistent with possible COVID-19 infection listed in the Decision Pathways. These checks can be done in person or through alternative methods such as on-line check in systems or through [signage](#) posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ❑ Exclude any child, parent, caregiver, or staff showing symptoms consistent with COVID-19





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infection.

- Monitor staff and campers throughout the day for signs of illness; send home campers and staff with symptoms consistent with COVID-19 infection. Send persons to the appropriate medical facility rather than their home if necessary.

IF STAFF OR CAMPERS BECOME ILL

- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19. A shady outdoor space where the ill person can maintain distance from others while they wait to be picked up for transport home is an excellent option.
- Ensure they are wearing a surgical mask if they are over the age of 2 and do not have problems putting on or removing the mask or have issues breathing with the mask on.
- The campers or staff exhibiting symptoms should remain in the isolation room or area until they can be transported home or to a healthcare facility, as soon as practicable.
- Establish procedures for safely transporting anyone sick to their home or to a healthcare facility, as appropriate.
- Upon being informed that a staff member or camper **has a confirmed COVID-19 infection (by clinical diagnosis or a positive COVID-19 viral test result)**, the facility instructs the infected person to **follow isolation guidance** and notifies all persons at the camp who were exposed to the infected person **during their infectious period**. Please refer to the [TK-12 Exposure Management Plan](#) on the [TK-12 Toolkit Page](#) for detailed guidance on how to manage exposure events with respect to cases, close contacts, and **cluster** reporting procedures **to Public Health**. Facilities can also refer to the public health guidance pages for [cases](#) and [close contacts](#) as an additional resource.
- For more details on guidance for staff, facilities can refer to [Employees with COVID-19 Guidance for Return to Work](#).
- Close off indoor spaces used by any sick person and do not reopen for use before cleaning and disinfection. If possible, wait 24 hours before cleaning and disinfecting the area.
- Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep cleaning and disinfectant products away from children.
- In consultation with the local public health department, the appropriate camp official may consider if closure is warranted and length of time of closure based on the existing risk level within the specific community.**

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- A copy of **this guidance** is posted at all public entrances to the facility. Facilities must keep a





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copy onsite at the facility for review, upon request.

- Signage is displayed that remind camp staff, attendees and visitors that wearing masks indoors is strongly recommended in alignment with current health officer orders. Signs are posted that instruct visitors that they should stay home if ill with respiratory symptoms.
- Online outlets of the establishment (website, social media etc.) provide clear COVID-19 safety information.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the campers have been prioritized.
- Measures are instituted to assure services for campers who have mobility limitations and/or are at high risk in public spaces.

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about **these guidelines**:

Business Contact Name: _____

Phone number: _____

Date Last Revised: _____

