

## Protocol for Children's Overnight/Organized Camps: Appendix K-1

**6/16/22**

- Changes in reporting method for COVID-19 exposures to the online secure web application, SPOT (Shared Portal for Outbreak Tracking)
- Added guidance for COVID-19 Prevention Best Practices for Indoor Gymnasium Ventilation

**4/14/22**

- Minor clarifications regarding strong recommendations for symptom screening and pre-entry testing.

COVID-19 case rates, hospitalizations, and deaths have markedly decreased post-winter surge, 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 Overnight/Organized Camps and designed to reduce the risk of disease transmission and outbreaks in those settings. Please note that businesses such as overnight camps are free to be more restrictive in their safety requirements than County orders mandate.

*Organized Camp (Camp) includes Children's Camps that are defined in Los Angeles County Code, Section 8.04.081 and are required to have a Public Health Permit to operate. An organized camp is a site with program and facilities established for the primary purpose of providing an overnight group living experience for recreational or other purposes for five days or more during one or more seasons of the year. A Notice of Intent to Operate must be submitted to the Environmental Health Division [Communityhealth@ph.lacounty.gov](mailto:Communityhealth@ph.lacounty.gov).*

Employers who fall under the scope of the [Cal/OSHA COVID-19 Prevention Emergency Temporary Standards](#) (ETS) must remain in compliance with those standards.

Day camps, beach camps and surf camps must comply with the County DPH [Protocol for Day Camps](#).

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 its own operating protocols.

All Overnight Camps covered by this guidance should implement all applicable measures listed below.

Children's  
Overnight/Organized  
Camp Name:

Facility Address:

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**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 have COVID-19, must follow DPH instructions for [self-isolation](#) and be excluded from work. For more information, refer to [Table 1: Exclusion Requirement for Employees With COVID-19 Infection](#). A symptomatic employee who does not consult a medical provider or does not take a test must be excluded from work for 10 days.

- Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Employees who have been exposed to a person who has COVID-19 must follow DPH [Instructions for Close Contacts](#). Anyone who develops symptoms after exposure must isolate immediately and should get a diagnostic test for COVID-19 (see [TK-12 Flow Chart](#) for detailed guidance). For more information on workplace [guidance](#) and return to work, refer to [Responding to COVID-19 in the Workplace](#). Employers who have employees working at the camp long term may consider developing a worker COVID-19 testing program offering weekly testing of all workers who may encounter other workers, support staff, or attendees. Testing workers not fully up to date on their COVID-19 vaccination should be the priority.
- Upon being informed that one or more employees test positive, the employer has a plan or protocol in place to have the case(s) immediately isolate themselves and ensure that all employees that had a workplace exposure to the case(s) and are required to self-quarantine do not attend work until permitted to return per Public Health order. See [Responding to COVID-19 in the Workplace](#) for further information. The employer's plan should consider a protocol for all exposed employees to 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.
- Entry screenings are strongly recommended before employees, other support persons, and visitors may enter the workspace. Cal/OSHA requires employers to develop and implement a process for screening employees for COVID-19 symptoms prior to entering the worksite. See [DPH Entry Screening](#) for further details and options for screening. The camp may follow DPH guidance in [Symptom Decision Pathways for Employees in TK-12 Schools](#) for persons who screen positive for symptoms prior to entry to the workplace or while at the workplace. Screening should include a check-in concerning symptoms consistent with possible COVID-19 infection listed in the Decision Pathways and whether the individual is currently under isolation or quarantine orders or has a known exposure to someone infected with the COVID-19 virus. These checks can be done remotely before arrival or in person upon the employees' arrival.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH  
ORDER OF THE HEALTH OFFICER



- Camps are **required** to notify the Department of Public Health of all individuals with confirmed COVID-19 who were on site at any point within the 14 days prior to the illness onset date. The illness onset date is the first date of COVID-19 symptoms or the COVID-19 test date, whichever is earlier.
- All camp-associated COVID-19 cases should be reported online through the secure web application: Shared Portal for Outbreak Tracing (SPOT): [https://spot.cdph.ca.gov/s/?language=en\\_US](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 case notifications should be submitted within **1 business day** of being notified of the case. Camp operators may refer to the [Exposure Management Plan for TK-12 Schools](#) for detailed requirements and recommendations around reporting and notifications
- In the event that 3 or more COVID-19 cases are identified within the Camp in a span of 14 days, the employer should **immediately report** this cluster to the Department of Public Health using the reporting methods described above. The Department of Public Health will work with the day camp to determine whether the cluster is an outbreak that will require a public health outbreak investigation.
- Camps that need assistance on COVID-19 case reporting or exposure management processes can contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or call the TK-12 School COVID-19 Case Reporting Call Center, Monday through Friday from 8:00AM to 5:00PM. Sites can also reach out to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) for the call center number for assistance by phone.
- Employees who work indoors and have close contact with others must be offered, at no cost, medical-grade masks and respirators for voluntary use. See [COVID-19 Ongoing Requirements for Employers](#).
- It is strongly recommended, but not required, that all employees wear masks at all times when indoors except when working alone in private offices with closed doors or when eating or drinking.
- It is recommended that Occupancy be reduced and space between employees be maximized, as feasible, in any room or area used by multiple employees for meals and/or breaks. This can be achieved by:
  - Posting a maximum occupancy that is consistent with enabling a distance of at least six feet between individuals in rooms or areas used for meals and
  - Staggering break or mealtimes to reduce occupancy in rooms or areas used for meals and breaks; and
  - Placing tables at least eight feet apart and assuring six feet between seats, removing or taping seats to reduce occupancy, placing markings on floors to assure distancing, and arranging seating in a way that minimizes face-to-face contact. Use of partitions between tables and seating may be considered as well but are not a substitute for reducing occupancy and creating physical distance.
- If specialized staff (for example, speech language pathologists) or volunteers are providing direct services to attendees, they should take preventive measures to limit the potential transmission of COVID-19, including getting vaccinated, and wearing masks and other necessary personal protective equipment. Specialized staff should keep detailed contact tracing logs.
- Cabins, bunkhouses or similar defined spaces used for employee housing at the camp must follow Cal/OSHA COVID-19 Prevention Emergency Temporary Standards specific to employer provided housing. [http://www.dir.ca.gov/title8/3205\\_3.html](http://www.dir.ca.gov/title8/3205_3.html).
- Restrooms and other common areas are cleaned frequently, but no less than once per day during operating hours, on the following schedule:
  - Restrooms \_\_\_\_\_
  - Other \_\_\_\_\_
- Cleaning products should not be used near children, and camp staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.

Revised Notice

- Disinfectant and related supplies are available to employees at the following location(s):

Always read and follow the directions on how to use and store cleaning and disinfecting products.

- 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 this protocol 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 and protocols as indicated for other staff (e.g., hand hygiene, masks, and physical distancing).
  - Masks are strongly recommended, but not required, for drivers and passengers.
  - 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.
- Entry screenings are strongly recommended prior to attendee's arrival at the pickup location or entering the Camp. The site may follow DPH [Decision Pathways for Symptoms in TK-12 Schools](#) for persons who screen positive for symptoms prior to entry to the camp or while at the camp. Screening should include a check-in concerning symptoms consistent with possible COVID-19 infection listed in the **Decision Pathways** and whether the individual is currently under isolation or quarantine orders or has a recent known exposure to a person infected with COVID-19. These checks can be done remotely prior to arrival or in person upon the attendee's arrival.
- Stagger arrival and drop-off times and locations, as feasible, to reduce crowding, without creating undue scheduling challenges for families.
- Consider campers and staff who are staying together in a cabin, bunkhouse, or similar defined space a "household cohort." There is no recommendation for members of the same household cohort to wear masks or physically distance when they are together with no non-household cohort members nearby.
- Maximize space between seating, desks, and bedding.
- Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for children to understand and are developmentally appropriate.
- Minimize presence of nonessential visitors and volunteers.
- Use alternative spaces as needed, including maximizing regular use of outdoor space, weather permitting, and the use of cafeterias and other large indoor spaces to minimize crowding.
- For activities that generate respiratory droplets such as heavy exertion or singing, increase the distance between individuals to minimum six (6) feet preferred, and, when feasible, do these activities outside.

- Provide physical guides, such as tape on floors or sidewalks and signs on walls, to assist camp staff and attendees to avoid crowding when online and at other times (e.g., directional guides for creating “one-way routes” in hallways, dining areas).
- As feasible, have attendees and camp staff eat meals and snacks outdoors or in well-ventilated spaces while maintaining physical distance as much as possible.
- If serving meals in an indoor communal dining area, it is recommended that measures be put in place to maintain physical distancing and increase ventilation.

### C. MEASURES FOR INFECTION CONTROL

- 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 air flow such as maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use if there has been a prolonged facility shutdown, to minimize the risk of infections such as Legionnaires’ disease.
- Have an Emergency Operations Plan (EOP) in place to protect staff, attendees, families, and communities from the spread of COVID-19. Camp operators should review, update, and implement the EOP. This plan should be communicated with staff, families, and attendees.
- Ensure all camp staff and families are aware of the EOP, enhanced sanitation practices, physical distancing recommendations, proper use, removal and washing or disposal of masks, screening practices and COVID-19 specific exclusion criteria.
- 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.
- It is strongly recommended that all visitors, attendees and staff 2 years of age and older wear masks at all times while indoors unless they are the only individual in an enclosed space or while eating or drinking. To support the safety of your employees and visitors, a mask may be offered to visitors who arrive without them.
- For campers or staff who do arrive from outside the local region, share current [Los Angeles County Travel Guidance](#) preferably before they depart for travel to Los Angeles County.
- Consider requiring or strongly recommending pre-entry testing for attendees and staff prior to arrival for the camp session: Testing should be conducted within 72 hours before arrival, if using PCR. Antigen tests should be conducted within 24 hours of arrival. Over-the-counter (OTC) self-testing is acceptable. Results of OTC tests communicated via self-report are acceptable even if independent verification is not available.
  - Please Note: Testing is not recommended for persons who have recovered from laboratory confirmed COVID-19 within the past 90 days and are asymptomatic.
- 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 attendees who can safely use hand sanitizer.

- Teach attendees 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 attendees to regularly wash their hands at staggered intervals.
- Attendees 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 attendees, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- Attendees 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.
- Frequently touched surfaces such as door handles, light switches, sink handles, bathroom surfaces, tables, and surfaces in transportation vehicles should be routinely cleaned.
- 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 attendees arrive; plan to do thorough cleanings when attendees 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.

### SCREEN ATTENDEES

- It is strongly recommended that all attendees be screened for COVID-19 symptoms, as well as a known recent close contact with a confirmed COVID case, prior to arrival at the camp pickup location (before boarding camp transportation) or prior to entering the camp.
  - 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.

- Conduct daily symptom checking to monitor the health and well-being of all camp staff and attendees during the camp session.
- Attendees who are exposed to a COVID-19 case should be managed per guidance in the DPH [instructions for close contacts](#). Exposed staff must follow the guidance outlined in [Responding to COVID-19 in the Workplace](#). Detailed exposure management guidance can also be found in the [TK-12 Exposure Management Plan](#).
- For camps that extend beyond one-week, periodic testing of attendees is recommended.

#### IF STAFF OR ATTENDEES BECOME ILL

- Implement strategies for when someone gets sick. Isolate staff or attendees with symptoms immediately and refer them to testing. They should remain isolated until the test result is returned. Medical care should be provided as needed.
- Identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- Ensure they are wearing a [well-fitting respirator or medical 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 attendees or staff exhibiting symptoms should remain in the isolation room 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. Call 9-1-1 without delay if the individual develops persistent pain or pressure in the chest, confusion, or bluish lips or face.
- Advise staff members and attendees diagnosed with COVID-19 they must not attend camp until the criteria outlined in the following guidance is met:
  - DPH guidance for [Isolation](#) and [Employees with COVID-19 Guidance for Return to Work](#).
- If the camp has a nurse or other healthcare provider, they should be provided and wear appropriate personal protective equipment, including N95 respirators, and use Standard and Transmission-Based Precautions when caring for sick people.
- Upon being informed that a staff member or attendee tests positive for COVID-19, camp operators are required to notify all persons exposed to the infected person on site of the exposure and provided with the actions to take. Sample notification letters that can be adapted are available at [ph.lacounty.gov/Education/Toolkit/K12](http://ph.lacounty.gov/Education/Toolkit/K12). Close contacts must follow DPH [instructions for close contacts](#).
- For more details, refer to DPH guidance [Exposure Management Plan for TK-12 Schools](#) for detailed requirements and recommendations around management of cases, identification of and actions for close contacts, and reporting and notification procedures.
- Facilities are required to notify the Department of Public Health of all staff and attendees with confirmed COVID-19 who had been at the site at any point within the 14 days prior to becoming ill. All camp-associated COVID-19 cases should be reported online through the secure web application: Shared Portal for Outbreak Tracking (SPOT): [https://spot.cdph.ca.gov/s/?language=en\\_US](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 case notifications should be submitted within 1 business day of being notified of the case. In the event that 3 or more positive COVID-19 cases are identified in a 14-day period, immediately notify local health officials using the report method described above. The Department of Public Health will work with the school to determine whether the cluster is an outbreak that will require a public health investigation. Camp operators may refer to the [Exposure Management Plan for TK-12 Schools](#) for detailed requirements and recommendations around reporting and notifications and can contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) for any assistance.

- Close off areas used by any sick person and do not 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 should consider if closure is warranted and length of time of closure based on the existing risk level within the specific community.

#### LIMIT SHARING

- Keep each camper's belongings separated and in individually labeled storage containers, cubbies or areas.
- If nap times are scheduled for younger attendees, assign naptime mats to individual children. Space them at least three feet apart and place attendees head-to-toe to ensure distance between their faces. Masks should not be worn when sleeping.

#### 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 protocol is posted at all public entrances to the facility. Facilities must keep a copy of the Protocols onsite at the facility for review, upon request.
- Signage is displayed that remind camp staff, attendees and visitors that wearing of masks indoors is strongly recommended in alignment with current health officer orders.
- Signs are posted that instruct visitors that they should stay home if sick with respiratory symptoms.
- Online outlets of the establishment (website, social media etc.) provide clear COVID-19 safety information.
- Provide a copy of or refer staff and camper families to the [DPH Travel Advisory](#).

#### E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the attendees have been prioritized.
- Measures are instituted to assure services for attendees 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 this protocol:

**Business Contact Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Date Last Revised:** \_\_\_\_\_