

# 2021 COVID-19 Guidance Checklist For Day Camps and Other Supervised Youth Activities Settings\*

Name of Organization: \_\_\_\_\_

Name of Executive Director/Lead Administrator: \_\_\_\_\_

*This checklist is intended to help organizations conducting indoor and outdoor day camps and other organized, supervised youth activity settings\* (referred to as "supervised youth activity" below) implement their plan to prevent the spread of COVID-19 among staff in the workplace and youth. It is recommended to post this checklist publicly on your organizations' website to keep employees and families of youth informed of the safety measures in place. For more details about the following categories, please refer to the CDPH [K12 School Guidance](#).*

**\*Note:** This does not include childcare, school, or [organized youth sports](#) settings

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- ☐ **Face Coverings:** Plans to comply with [CDPH's face covering requirements](#) and enforce with staff and youth.
  - ☐ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and youth.
  - ☐ **Health Screenings for youth and staff:** Plan for how youth and staff will be screened for symptoms of COVID-19 (at home or on site) and how symptomatic youth or staff will be separated from others and sent home immediately.
  - ☐ **Physical Distancing:** Space and routines will be arranged to allow for physical distancing of youth and staff.
  - ☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that there is a designated staff person to support contact tracing, such as creation and submission of lists of exposed youth and staff to the local health department, and notification of exposed persons. Each organization must designate a person for the local health department to contact about COVID-19.

- ☐ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in youth, staff, and employees will support cooperation and coordination with the local health department for appropriate contact tracing.
  - ☐ **Stable group structures:** Keep youth and staff in stable groups with fixed membership as much as possible, that stay together for supervised youth activities and minimize/avoid contact with other groups or individuals who are not part of the stable group.
    - How many youth and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of youth and staff in the groups)?
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- ☐ **Staff Training and Family Education:** How staff will be trained, and how families will be educated about the plan and how it will be carried out and enforced.
- ☐ **Communication Plans:** How the supervised youth activity setting administrators will communicate with youth, staff and parents about cases and exposures at the supervised youth activity setting maintaining youth and staff confidentiality.
- ☐ **Transportation:** If transport vehicles (e.g., buses) are used by the supervised youth activity setting, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face coverings, and physical distancing). Masks are required by all riders while on the bus, including driver.
- ☐ **Entrance, Egress, and Movement Within the Supervised Youth Activity Setting:** Ensure movement of youth, staff, and parents will be managed to avoid close contact and/or mixing of stable groups.