

2021 COVID-19 Guidance Checklist

Day camps and other supervised youth activity 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 youth sports settings.

- ☐ **Face Coverings:** Plans to comply with [CDPH's face covering requirements](#) to satisfy 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 as appropriate.
- ☐ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that staff administrators have designated staff 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 youth, staff and employees will be done in cooperation and coordination with the local health department for appropriate contact tracing and follow-up.

- ☐ **Stable group structures:** Youth and staff will be placed in stable groups with fixed membership as much as possible, that stay together for all supervised youth activities and minimize/avoid contact with other groups or individuals who are not part of the stable group.
- ☐ **Staff Training and Family Education:** How staff will be trained, and families will be educated on how the plan will be implemented 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, consistent with HIPAA privacy requirements.
- ☐ **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 cohorts.

Additional Resources:

[K12 School Guidance](#)

[School Hub](#)