

Interim Coronavirus Disease 2019 (COVID-19) Guidance for License-Exempt Day Camps

Updated August 15, 2020

The Georgia Department of Early Care and Learning (DECAL) is committed to supporting early learning and school-age providers during the COVID-19 public health emergency. DECAL recognizes the vital role that providers, including their teaching staff, play in the support of Georgia's children and families, especially during a public health crisis. DECAL also recognizes the important role of the child care industry in the economic stability of the state.

Early education and school age programs licensed by the Georgia Department of Early Care and Learning (DECAL), including Child Care Learning Centers, Family Child Care Learning Homes, Pre-K Programs, license exempt providers, and Child and Adult Food Programs and Summer Food Service Program Institutions and Sites, shall maintain full compliance with all DECAL directives and guidance, including Executive Orders.

The following practices align with CDC guidelines for open day camp programs during the COVID-19 health crisis and should be implemented by all open and reopening day camp programs until further notice to assist the program's in compliance with the Executive Order. Several of these practices are required through the Executive Order valid effective July 15, 2020. The required items are listed in a document titled Day Camps Operations Checklist within this document.

Anyone showing signs of illness of any kind or who may have been exposed to COVID-19 should not be in the day camp facility.

Symptoms of COVID-19

- Fever*
- Cough
- Shortness of breath
- Difficulty breathing
- Respiratory symptoms

Any two of the following symptoms:

- Chills
- Repeated Shaking with Chills
- Muscle Pain
- Headache
- Sore throat
- New loss of taste or smell

While symptoms in children are similar to adults, **children may have milder symptoms**. Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and cough. Sore throat, headache, vomiting and diarrhea are less commonly reported. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to their parents about their risk.

*Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

Drop-off/Arrival procedure:

- Before arrival: Ask parents to be on the alert for any symptoms of COVID-19 and to keep the child(ren) home if showing any signs of illness.
- Have a staff member greet children outside as they arrive.
- Designate a staff person to walk children to their classroom, and at the end of the day, walk them back to their cars.
- The staff person greeting children should not be a person at higher risk for severe illness from COVID-19.
- If possible, the same parent or designated person should drop off and pick up the child every day. Avoid designating those considered at high risk such as elderly grandparents who are over 65 years of age.
- Hand hygiene stations should be set up at the entrance of the facility, so that staff and children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60 percent alcohol. Keep hand sanitizer out of children's reach and supervise use.

Prevent virus that causes COVID-19 from entering the building

- Post a door sign for day camp facilities at all entrances to the facility describing enhanced sanitation procedures, Social Distancing requirements, and other instructions and limitations, as applicable. (see attached).
- Only children and staff who are required for daily operations should be allowed inside the building and classrooms.
- Staff must sign children in and out of the facility to prevent cross contamination of families signing campers in or out of the facility.
- Restrict teachers to one classroom with one group of children. Limit the use “floater” teachers to reduce the number of people coming in and out of classrooms.
- To the extent possible, keep the same staff and Campers in the same group for the duration of the camp.
- Conduct a daily health screening on all individuals who are entering the building (see attached). Providers should have the necessary equipment to provide temperature checks for children and staff on arrival. Further, all visitors, staff, and children in such facilities shall be screened prior to entrance and shall be excluded if they have a fever above 100.4 degrees Fahrenheit or exhibit respiratory symptoms, including cough or shortness of breath. Staff conducting daily health screenings should use the appropriate PPE.
- This screening will exclude individuals who are in any one of these four categories:
 1. Person is showing any of the symptoms of COVID-19
 2. Person thinks they could have COVID-19
 3. Person has tested positive for COVID-19
 4. Person is awaiting the results of testing for COVID-19Exclude children and staff who share a home (including siblings) or who have been in close contact with anyone in the four categories above.
- Requires workers or campers who have stayed home sick or been prevented from entering due to symptoms of Covid-19 or have been sent home due to symptoms of Covid-19, should be prohibited from attending camp again until they either test negative for Covid-19 or have been fever free and fever medication for seventy-two (72) hours and at least ten (10) days have passed since symptoms appeared.

People who may be at higher risk of severe illness from COVID-19:

- People aged 65 years and older
- People of all ages with underlying medical conditions, particularly if not well controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
- Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes, chronic kidney disease undergoing dialysis, or liver disease
- Please note that people who are pregnant have been known to be at higher risk of severe viral illness, however, to date data on COVID-19 has not shown increased risk
- Staff concerned about being at higher risk should discuss with their supervisor. They may want to speak with their medical provider to assess their risk.

Preventing the spread within the facility

- Consider whether to alter or stop daily group activities that may promote transmission.
- Limit the mixing of children by staggering playground times and keeping groups separate for special activities such as art, music, and exercise.
- Follow proper hand hygiene guidance for adults and children such as washing hands frequently with soap and water for at least 20 seconds (about as long as it takes to sing “Happy Birthday” twice). In addition to usual handwashing, make sure to wash hands:

- upon arrival in the morning
- before and after eating meals and snacks
- after blowing noses, coughing, or sneezing or when in contact with body fluids
- after toileting
- Avoid touching eyes, nose, and mouth.
- Cover coughs and sneezes with a tissue or an elbow.
- Refrain from water play and sensory play such as rice, beans, sand, or playdough activities.
- Hand sanitizing products with 60 percent alcohol may be used in lieu of handwashing when outdoors or when soap and water are not accessible. Hand sanitizer must be stored out of reach of children and supervised when used.
- Reference Section IV of the Executive Order issued May 12, 2020 pertaining to restaurants and apply as much as possible to the dining facilities within the day camp. For example, keep each group together rather than mixing with other groups; discontinue buffet style serving; ensure the food safety manager has up-to-date training; detail, clean and sanitize the facility prior to use and regularly while focusing on high-contact areas; clean and sanitize any tabletops, condiment containers, and commonly touched items; use rolled flatware rather than table presets; remove any self-service stations.
- Use a EPA-registered disinfectant that is active against coronaviruses. Clean and disinfect frequently touched surfaces throughout the day and at night.
- Follow CDC guidance for cleaning and disinfection recommendations. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect>

Children or staff who develop symptoms during the day

- If a child or staff member develops any symptoms of COVID-19, send them and family members home as soon as possible.
- While waiting for a sick child to be picked up, caregivers should stay with the child in a room isolated from others. If the child has symptoms of COVID-19, the caregiver should remain as far away as safely possible from the child (preferably, 6 feet) while maintaining visual supervision. Follow CDC Guidance for wearing cloth face covering.

Advise those who have been excluded

For people who think they might have COVID-19 or have **mild symptoms**, the Centers for Disease Control and Prevention recommends they stay home and call their doctor if they need medical advice.

Anyone with **more serious symptoms** should seek medical attention immediately, by calling their doctor or 911 right away. If a person has been exposed to COVID-19, they should take the same steps as above to prevent spreading it.

Stay informed

- Know the signs and symptoms of COVID-19 in children and adults. Children typically have milder disease than adults.
- Plan ahead in case the facility needs to close:
 - Develop a plan - https://www.acf.hhs.gov/sites/default/files/occ/cdc_pandemic_checklist.pdf
 - Determine how staff will communicate with staff and parents.
 - Consult with your local health department for guidance on cleaning and closure.
 - The facility may need to close if the day camp cannot safely be p due to a high number of staff being out of work.
- For more information and to stay informed, check the following resources frequently:
 - DECAL COVID-19 website <http://decals.ga.gov/BFTS/Covid19.aspx>
 - CDC COVID-19 website <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - CDC guidance for schools, day camps, and childcare facilities
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

DAY CAMP OPERATIONS CHECKLIST TO ENSURE COMPLIANCE WITH EXECUTIVE ORDER, EFF. 8-1-20

| | DATE |
|-------|--|
| CHECK | REQUIREMENT |
| | <p>Group Size</p> <ul style="list-style-type: none"> • Limit group sizes to a maximum of 50 people, including teachers, in a space where all persons gathered cannot maintain at least six (6) feet of distance between themselves and any other person; |
| | <ul style="list-style-type: none"> • Staff:Child Ratio of no more than 1:20 |
| | <p>Health and Safety Standards</p> <ul style="list-style-type: none"> • Background Checks |
| | <ul style="list-style-type: none"> • Reference Health and Safety Checklist Discipline Equipment - Secured from falling Hygiene - Handwashing Medications Physical Plant Playgrounds Supervision Swimming Pools and Water-related Activities Transportation |
| | <p>Sanitation and Infection Control</p> <ul style="list-style-type: none"> • To the extent possible, keep the same Workers and Campers in the same group for the duration of the camp |
| | <ul style="list-style-type: none"> • Enforce Social Distancing between groups, prohibiting gatherings, and prohibiting congregating among Campers belonging to different groups |
| | <ul style="list-style-type: none"> • Provide a separate designated space for each Camper to store personal belongings throughout the duration of the camp; |
| | <ul style="list-style-type: none"> • Prohibit use of camp facilities and equipment that are not able to be regularly sanitized |
| | <ul style="list-style-type: none"> • To the extent possible, allow only one group to use camp equipment at a time |
| | <ul style="list-style-type: none"> • Sanitize camp equipment after each group use |
| | <ul style="list-style-type: none"> • Patrol camp areas to enforce the equipment sanitization policy and conduct additional cleanings during times when equipment is not being used |
| | <ul style="list-style-type: none"> • If swimming facilities are available, allow each group to swim only once per day and staggering swimming times to avoid crowding at the swimming facilities |
| | <ul style="list-style-type: none"> • If camp facilities are also open to other patrons, prohibit contact between Campers and the facility's other patrons and requiring sanitization before and after camp use of any such shared facilities |
| | <ul style="list-style-type: none"> • Provide hand sanitizer stations for Campers and requiring regular use (under supervision and when water and soap are not available for handwashing) |
| | <ul style="list-style-type: none"> • Require Campers to wash or sanitize their hands during each group restroom break, snack break, and meal break |
| | <ul style="list-style-type: none"> • All dining facilities are to follow the criteria for restaurant dine-in services set forth in Section IV herein to the extent practicable; |
| | <ul style="list-style-type: none"> • If possible, require Campers to bring their own lunch and snacks with them to camp each day, with all such food items being in a sealed lunch bag marked with the Camper's name |
| | <ul style="list-style-type: none"> • Wear gloves when helping Campers open items from meals and snacks |

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| | <ul style="list-style-type: none"> • Clean and sanitize bathrooms and all frequently touched surfaces regularly throughout the opening hours in addition to the regular cleaning schedule. Shared restrooms must be sanitized no less than twice per day; |
| | <ul style="list-style-type: none"> • Provide masks or other Personal Protective Equipment to Workers as available and appropriate to the function and location of Workers within the camp facility |
| | <ul style="list-style-type: none"> • Provide masks or other Personal Protective Equipment to Campers as available and appropriate to the activity and location of Campers within the camp facility |
| | <ul style="list-style-type: none"> • If camp vehicles are used for transporting Campers to and from on or off-site camp activities, sanitize each vehicle before and after use. |
| | <p>Restrict Access.</p> <ul style="list-style-type: none"> • Prohibit unnecessary visitors to camp activities and facilities. |
| | <ul style="list-style-type: none"> • Discontinue camp tours |
| | <p>Signage</p> <ul style="list-style-type: none"> • Place signage at any entrance to instruct Campers that they cannot enter if they have been diagnosed with COVID-19, have exhibited symptoms of COVID-19, or had contact with a person that has or is suspected to have COVID-19 within the past fourteen (14) days • Place signage at any entrance and throughout the facility to instruct Campers of the enhanced sanitation procedures, Social Distancing requirements, and other instructions and limitations, as applicable, set forth below |
| | <p>Health Screenings</p> <ul style="list-style-type: none"> • Screen Campers at drop-off and prevent any Camper from entering that exhibits a symptoms of COVID-19 |
| | <ul style="list-style-type: none"> • Any persons exhibiting symptoms of COVID-19 at any time while at the Summer Camp shall be separated from the group immediately and must leave the camp facility as soon as practicable; |
| | <ul style="list-style-type: none"> • Any Worker or Camper that has stayed home sick, been prevented from entering camp due to symptoms of COVID-19, or been sent home during camp due to symptoms of COVID-19 shall not be permitted to attend camp again until they have either had a negative COVID-19 test or have been fever and fever mediation free for seventy-two (72) hours, other symptoms have improved, and at least ten (10) days have passed since symptoms of COVID-19 first appeared |
| | <ul style="list-style-type: none"> • Provide training to Workers on how to identify symptoms of COVID-19 in Campers, the proper processes for removing a potentially ill Camper, and the infection mitigation procedures to perform in such an event |
| | <ul style="list-style-type: none"> • Provide an isolation area for sick Workers or Campers; |
| | <p>Arrival/Drop-off - Modified sign-in/sign-out procedures.</p> |
| | <ul style="list-style-type: none"> • Persons dropping-off and picking-up Campers remain in their vehicles |
| | <ul style="list-style-type: none"> • Utilize contactless forms of Camper check-in and check-out |
| | <ul style="list-style-type: none"> • Implement staggered drop-off and pick-up times, with specific times for each group of Campers, if practicable |
| | <ul style="list-style-type: none"> • Provide hand sanitizer to Campers as soon as practicable upon drop-off |

Day Camp Health and Safety Checklist

Executive Order Issued 8-15-20

| | | | |
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| C | NC | CRIMINAL RECORD CHECKS | Comments |
| | | Director & Employees: Satisfactory CRC before present at center | |
| | | No actual or potential Employee or Director present/reside with Unsatisfactory CRC | |
| C | NC | DISCIPLINE | Comments |
| | | Appropriate Discipline Used | |
| | | No Physical/Sexual abuse | |
| | | No Corporal/Physical Punishment | |
| | | Not Shake, Jerk, Pinch or Roughly Handle a Child | |
| | | No Verbal Abuse or Humiliation | |
| | | Not Isolated In Dark Room/Closet/Unsupervised Area | |
| | | No Use Of Mechanical Or Physical Restraints | |
| | | No use Of Medication To Discipline | |
| | | Use Of Bathroom Not Restricted | |
| | | Toileting Accident Not Punished | |
| | | No Force Fed/Food Withheld | |
| | | No Naps Forced/Withheld | |
| | | No Children Discipline/Humiliate Others | |
| C | NC | EQUIPMENT and TOYS | Comments |
| | | Secured heavy equipment/furniture to prevent tipping | |
| C | NC | MEDICATIONS | Comments |
| | | Complete Parental Authorization | |
| | | Dispensed in 2 week period; Original container; Labeled with child's name | |
| | | Complete dispensing record | |
| | | Medication inaccessible to children; Medication refrigerated | |
| C | NC | PHYSICAL PLANT-Safe Environment | Comments |
| | | Safe Storage of Hazardous Items | |
| C | NC | PLAYGROUNDS | Comments |
| | | Fence four feet in height; No fencing hazards; Fence gate kept closed | |
| | | Equipment age-appropriate, free of hazards, does not obstruct supervision | |
| | | Equipment anchored | |
| | | Adequate resilient surface and fall zones | |
| | | Free of litter and hazards | |
| C | NC | STAFF:CHILD RATIOS | Comments |
| | | Maximum ratio 1:20 | |

| | | | |
|---|----|--|----------|
| C | NC | SUPERVISION | Comments |
| | | Proper Supervision | |
| C | NC | SWIMMING POOLS and WATER RELATED ACTIVITIES | Comments |
| | | Swimming or Wading Pool Accessible To Children | |

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|--|--|---|---|--|
| | | Inadequate Supervision and Staff:Child Ratio- Water more than 2 Ft. Deep | Under 2 ½ Yrs = 1:2 | 2 ½ - 4yrs = 1:5 |
| | | | 4Yr+ = 1:6 Cannot Swim 15ft. unassisted | 4Yr+ = 1:8 Can swim 15ft unassisted |
| | | 1:6 Ratio- Swim Test On file | | |
| | | Water Over 2'-Qualified Lifeguard | | |
| | | Staff:Child Ratio- Water less than 2 Ft. Deep | Under 1 = 1:6 Under 18mth Not walking = 1:6 | 1Yr walking = 1:8 2yrs = 1:10 |
| | | | 3Yrs = 1:15 4Yrs = 1:18 | 5Yrs = 1:20 6Yrs = 1:25 |

| C | NC | Transportation | Comments |
|---|----|--|----------|
| | | Only to access program, no field trips | |
| | | Interior clean and safe | |
| | | Appropriate Restraints/Seatbelts | |
| | | Vehicle Seating Capacity | |
| | | # of Staff For Supervision/Ratios | |
| | | # of Staff when transporting more than 36 children >5 yrs | |
| | | Center/Passenger Info on Vehicle center and passenger info., p/u & delivery location & time, ctr. name, driver | |
| | | Emergency medical information on vehicle | |
| | | Transportation checklists Separate checklist on each vehicle. | |
| | | Children listed individually with first and last name | |
| | | Symbol to account for loading/unloading (check attendance) | |
| | | Arrival/departure times documented | |
| | | Completed checklist given to director/director's designee | |
| | | Two checks of the vehicle completed; regardless of alarm | |
| | | Responsible person checked vehicle-1 st check; immediately upon unloading | |
| | | Responsible person checked vehicle-2 nd check | |
| | | 2 nd person available-must report by telephone to director/director's designee | |
| | | Person receives child at destination | |
| | | Child not left Unattended on vehicle | |
| | | Child does not cross street | |

Daily Health Screening of Staff and Children for COVID-19

Screening criteria you may use during the COVID-19 outbreak which differs from standard exclusion criteria. However, standard exclusion criteria must still be followed as applicable.

The person doing screenings should wear Personal Protective Equipment (PPE) and maintain a six-foot distance while asking questions. Ask each staff person and person dropping off children the following questions before they arrive at the facility. Exclude anyone who answers YES to the following questions:

Ask everyone who enters the building:

- 1. Do you or do any of the children you are dropping off have a fever*, cough, shortness of breath, difficulty breathing, other respiratory symptoms, or at least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?**
- 2. Have you or any of the children you are dropping off:**
 - **Had any of these symptoms since last time you were last here?**
 - **Been in contact with anyone with these symptoms since the last time you were here?**
 - **Potentially been exposed** to COVID-19 or have reason to believe you/they have COVID-19?**

*Fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking.

**Exposure is sharing a household or having close contact with anyone with COVID 19 or has symptoms of COVID 19.

Ask staff members:

- **Are you concerned about being at higher risk for severe illness from COVID-19?**

Staff who are over 65 years of age, have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Staff who are pregnant are known to be at risk with severe viral illness, however, to date data on COVID-19 has not shown increased risk. Speak to your supervisor if you are concerned. Talk with your medical provider to assess your risk and determine if you should work.

Screen children and staff by:

- Making a visual inspection of the person for signs of infection such as flushed cheeks, fatigue, or extreme fussiness.
- Conducting temperature screening using the protocol below.
- Recording temperature and/or any symptoms on daily health screening (attached).

Health screenings should be repeated periodically throughout the day for staff and children to check for new symptoms developing.

Temperature protocol:

- Individuals waiting to be screened should stand six feet apart from each other. Use tape on the floor to for spacing.
- The staff person taking temperature should wear PPE consisting of face mask, gloves, and clothing covering that can be removed and washed or disposed. Stay six feet apart unless taking temperature.
- If possible, parents, family members, or legal guardians may bring a thermometer from home to check their own child's temperature at drop off.
- Use a touchless thermometer if one is available. If not available, use a tympanic (ear), digital axillary (under the arm), or temporal (forehead) thermometers.

Do not take temperatures orally (under the tongue) because of the risk of spreading COVID-19 from respiratory droplets from the mouth.

If using the facility's thermometer:

- Wash hands or use hand sanitizer before touching the thermometer.
- Wear gloves if available and change between direct contact with individuals.
- Let staff take their own temperature and parents take their child's temperature.
- Use disposable thermometer covers that are changed between individuals.
- Clean and sanitize the thermometer using manufacturer's instructions between each use.
- Wash hands or use hand sanitizer after removing gloves and between direct contact with individuals.



Coronavirus (COVID-19) Information

Only Staff Members and Campers May Enter After Screening

To keep our facility, staff, children, and community safe, please do not enter the building if:

- ✓ You have tested positive for COVID-19
- ✓ You or anyone in your household have been tested for COVID-19
- ✓ You or anyone in your household think they could have COVID-19

You or anyone in your household **(including children)** have these symptoms or have been in close contact with anyone with these symptoms, you may not enter for 14 days:

- ✓ Fever
- ✓ Cough
- ✓ Shortness of breath
- ✓ Difficulty breathing
- ✓ Respiratory symptoms
- ✓ At least two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell

If you have any of these symptoms, contact a health professional.

Be aware, you are at higher risk if you are:

- ✓ Age 65 years or older
- ✓ Pregnant (It is not yet known if pregnant women are high risk but pregnant women should protect themselves from all infectious diseases)

...or have any of these health conditions:

- ✓ Chronic illness such as lung disease or moderate to severe asthma
- ✓ Heart disease
- ✓ Immunocompromised, including those undergoing cancer treatment
- ✓ Severe obesity
- ✓ Diabetes
- ✓ Renal failure
- ✓ Liver disease

Staff concerned about being at risk should discuss with their supervisor.

Enhanced Sanitation and Hygiene Procedures have been implemented.

Each space is limited to 50 persons unless six feet of distance is maintained between each person.

Staff will conduct a standard Daily Health Check on every camper, every day and exclude if he/she:

- ✓ Has a temperature above 100.4 and symptoms described above
- ✓ Is unable to participate in activities as normal
- ✓ Needs more care than staff can provide without compromising the health and safety of others

Staff will also check for signs of illness periodically throughout the day for these symptoms.