

Guidance for Operating Youth and Summer Camps: Readiness and Planning Tool

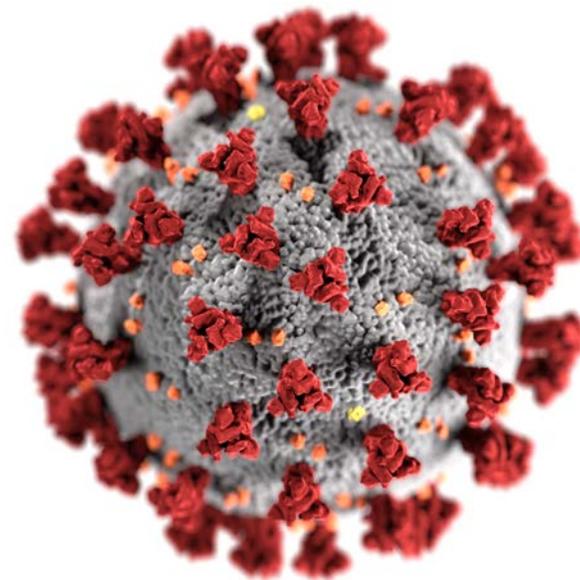
CDC Readiness and Planning Tool to Prevent the Spread of COVID-19 Among Campers and Staff

Overview

This tool provides four checklists and a resources list that camp and youth program administrators can use to operate camps while preventing the spread of COVID-19 and protecting campers, their families, staff, and communities. This tool aligns with the CDC's [Guidance for Operating Youth and Summer Camps during COVID-19](#). This tool does not replace federal, state, tribal, local, or territorial health and safety or privacy and confidentiality laws, rules, and regulations with which camps must comply. This tool can be used by camp administrators independently or in consultation with government officials and it may be tailored based on local guidance and camp's needs. Camp administrators, working with local public health officials, should assess the level of community transmission to understand the burden of disease in the community. The higher the [level of community transmission](#), the more likely that the virus that causes COVID-19 will be introduced into the camp facility from the community, which could lead to in-camp transmission if layered prevention strategies are not in use. Camp administrators should continue to monitor community transmission levels to inform decision on strengthening prevention measures.

This tool includes:

- [Checklist #1: General Readiness Assessment](#)
Captures important information for making initial preparations to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.
- [Checklist #2: Daily/Weekly Readiness Assessment](#)
May be used to monitor and maintain recommended practices.
- [Checklist #3: Preparing for If Someone Gets Sick](#)
Helps camp and youth program administrators prepare for if someone gets sick and identify special considerations specific to their program and participants, as well as the unique needs and circumstances of the local community.
- [Checklist #4: Special Considerations for Overnight Camps](#)
Includes additional information on testing, cohorting, and isolation practices for overnight camps.
- [Additional Resources](#)
Provides access to additional information using hyperlinks and URLs.



Checklist #1: General Readiness Assessment

Use this checklist when making initial preparations to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures

Point Person: _____

Strongly encourage [vaccination](#) for all eligible individuals.

Require consistent and correct use of well-fitting face [masks](#) with proper filtration by all campers, staff, and visitors.

Develop a plan for campers to stay in cohorts (small groups) with dedicated staff and remain with the same group throughout the day, every day.

Establish camp policies and use strategies to promote [physical distancing](#), indoors and outdoors, of

at least 3 feet between all campers within a cohort

at least 6 feet between cohorts

at least 6 feet while eating and drinking, including among individuals within the same cohort

at least 6 feet between campers and staff

at least 6 feet between staff

Plan for activities that can take place outdoors as much as possible.

Develop a plan for when and where campers will eat meals. Consider having children and staff eat meals and snacks outdoors or in well ventilated spaces while maintaining physical distance as much as possible.

Develop a plan for if someone gets sick or shows [symptoms](#) of COVID-19.

Facilities and Supplies

Point Person: _____

Obtain supplies including:

masks

soap

hand sanitizer (at least 60% alcohol)

paper towels

tissues

[cleaning and disinfection supplies](#)

no-touch/foot pedal trash cans

no-touch soap/hand sanitizer dispensers

gloves (for food service, maintenance, and other staff)

Other: _____

Develop a schedule for cleaning frequently touched surfaces in collaboration with maintenance staff, including:

buses or other transport vehicles

frequently touched surfaces (e.g., desks, door handles, railings)

communal spaces (e.g., restrooms)

water fountains

shared objects (e.g., gym equipment, art supplies, games)

Other: _____

Develop protocols to ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products away from children.

Education and Training

Point Person: _____

Educate staff, campers, and their families about when they should [stay home](#) and when they can [return](#) to camp. Campers should stay home if they:

have COVID-19 [symptoms](#)

have been diagnosed with COVID-19

are waiting for COVID-19 test results

have been exposed to someone with symptoms or a confirmed or suspected case. [Fully vaccinated](#) asymptomatic people can refrain from quarantine, but should continue to monitor symptoms for 14 days following exposure.

Teach and reinforce consistent and correct use of [masks](#). Masks should **not** be placed on:

Children younger than 2 years old

Anyone who has trouble breathing or is unconscious

Anyone who is incapacitated or otherwise unable to remove the mask without help.

Provide information on [proper use, removal, and washing of masks](#).

Make plans for teaching the importance of [physical distancing](#) and staying with small groups (cohorts), if applicable.

Make plans for teaching the importance of [handwashing](#) with soap and water for at least 20 seconds.

Educate staff on flexible work and leave policies that encourage sick staff to stay at home without fear of job loss or other consequences.

Checklist #1: General Readiness Assessment

(continued from previous page)

Policies and Procedures

Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.

Designate a staff person responsible for responding to COVID-19 concerns (COVID-19 point of contact). Make sure other staff, parents, and campers know how to contact this person.

Develop policies that encourage sick staff to stay at home without fear of job loss or other consequences and protect their privacy, particularly for those with [underlying medical conditions](#) and at [higher risk](#) for severe illness.

Develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.

Develop policies and practices that allow families flexibility should campers develop symptoms or test positive prior to camp arrival.

Develop a plan to conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and campers, as possible, and in accordance with any applicable privacy laws and regulations.

Develop plan for staff and campers to get screening testing either through a partnership with community providers who offer testing, or referring staff and campers to testing to testing sites in the community.

In transport vehicles, create physical distance between campers when possible. Children from the same home can be seated together. Masks should be required in transport vehicles.

Ensure spaces are provided for each camper's belongings including individually labeled containers, cubbies, or other designated area.

Other: _____

Facilities and Supplies

- Ensure heating, ventilation and air conditioning (HVAC) systems operate properly and maximize ventilation.
- Develop protocol to increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so). See the webpage [Ventilation in Buildings](#).
- Ensure all [water systems](#) and features are safe to use after a prolonged facility shutdown.

Follow [CDC's considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19](#).

Provide physical guides, such as tape on floors and [signs](#) on walls, to promote physical distancing.

Space seating at least at least 6 feet apart in between cohorts and between all individuals when masks are not used (e.g., during mealtimes).

Ensure adequate supplies to minimize sharing of materials, or limit use to one group (cohort) of campers at a time, and clean between use.

Encourage organizations that share the camp facilities to follow these considerations.

Other: _____

Education and Training

Train staff on all safety protocols.

Conduct training virtually or while maintaining physical distance (at least 6 feet).

Train all staff on recognizing signs of emotional distress and trauma, [coping with stress](#).

Other: _____

Checklist #1: General Readiness Assessment

Communication and Messaging

Point Person: _____

Post [signs](#) in highly visible locations that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs:

entrances

dining areas

restrooms

Other: _____

Develop plans to communicate with staff and families about camp COVID-19 policies, plan for when campers get sick, and behaviors that prevent spread of COVID-19.

Let all camp staff and families know who to contact for questions and concerns related to COVID-19 (COVID-19 point of contact and/or CDC's resources).

Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

Other: _____

Gatherings, Visitors and Events

Point Person: _____

Avoid group events, [gatherings](#), or meetings where physical distancing cannot be maintained.

Limit nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible.

Avoid activities and events such as field trips and special performances where campers could interact with the general public.

Pursue options that allow campers to participate [sports and athletic activities](#) outdoors, wearing a mask.

Close contact or indoor sports and athletic activities should be avoided. If camps choose to offer close contact or indoor sports they should be done wearing a mask and with at least 6 feet of physical distance from others and avoiding crowds.

Other: _____

Action Planning — Notes and Next Steps

Point Person: _____

Use this space to note any required resources and next steps, or potential barriers and opportunities:

Checklist #2: Daily/Weekly Readiness Assessment

Use the following tool to monitor and maintain healthy behaviors, environments, and operations that reduce the spread of COVID-19.

Policies and Procedures

Point Person: _____

Maintain regular contact with local health authorities to and review relevant local/state regulatory agency policies and orders for updates.

Stay informed on [COVID-19 vaccine](#) availability in your area.

Ensure a staff person (e.g., camp nurse or other healthcare provider) is responsible for responding to COVID-19 concerns is assigned. Communicate to staff, campers, and families about how to contact the COVID-19 point of contact.

Ensure roster of trained back-up staff is updated.

Conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and campers, as possible, and in accordance with any applicable privacy laws and regulations.

Ensure options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) are available and used when needed.

Ensure cohorts maintain a physical distance of at least 6 feet to avoid mixing between groups, if possible. Staff and parents, guardians, or caregivers of cohorts should also maintain 6 feet distance.

Ensure campers eat while maintaining at least 6 feet of distance, outdoors or in a well-ventilated area, with their cohort.

Ensure mats used during nap time are sanitized before and after use and spaced out as much as possible.

Position campers head-to-toe to ensure distance between their faces.

Other: _____

Facilities and Supplies

Point Person: _____

Monitor and restock supplies including:

[masks](#)

soap

hand sanitizer (at least 60% alcohol)

paper towels

tissues

[cleaning and disinfection supplies](#)

no-touch/foot pedal trash cans

no-touch soap/hand sanitizer dispensers

gloves (for food service, maintenance, and other staff)

Other: _____

Monitor adherence to the schedule for, routine cleaning of:

buses or other transport vehicles

frequently touched surfaces

communal spaces

water fountains

naptime mats

shared objects

Other: _____

Monitor [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products securely away from children.

Education and Training

Point Person: _____

Continue educating staff, campers, and their families about when they should [stay home](#) and when they can [return](#) to camp, including if they:

have COVID-19 symptoms

have been diagnosed with COVID-19

are waiting for COVID-19 test results

have been exposed to someone with symptoms or a confirmed or suspected case. [Fully vaccinated](#) asymptomatic people can refrain from quarantine, but should continue to monitor symptoms for 14 days following exposure.

Continue educating staff, children, and families about strategies to prevent spread; mask use, cohorting, physical distancing, handwashing, covering coughs and sneezes, and getting the vaccine when available.

Assess current prevention strategies and determine where areas of improvement may be needed.

Discourage sharing of items that are difficult to clean.

Make sure that campers have more than one mask on hand so that you can easily replace a dirty mask with a clean one.

Other: _____

Checklist #2: Daily/Weekly Readiness Assessment

(continued from previous page)

Communication and Messaging

Point Person: _____

Continue to post or update [signs](#) in highly visible locations that [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs:

entrances

dining areas

restrooms

Other: _____

Continue to communicate with staff and families about camp COVID-19 policies, plan for when campers get sick, and promote behaviors that prevent spread of COVID-19.

Ensure all camp staff and families know which staff person is responsible for responding to COVID-19 concerns and how to contact them.

Encourage staff and campers to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.

Promote healthy eating, exercising, getting sleep, and finding time to unwind.

Encourage staff members and campers to talk with people they trust about their concerns and how they are feeling.

Other: _____

Facilities and Supplies

Ensure that there is adequate ventilation when cleaners and disinfectant are used to prevent children or staff from inhaling toxic fumes.

Ensure ventilation systems operate properly.

Ensure seating is spaced the proper distance apart.

For communal spaces, ensure staggered use, and clean frequently touched surfaces between users.

Increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so).

Ensure campers store masks in designated spaces for each child that is separate from others when not being worn (for example, in individually labeled containers, bags, or cubbies) and put their mask back on when not eating or drinking.

Other: _____

Gatherings, Visitors, and Events

Point Person: _____

Continue to encourage physical distancing of at least 6 feet between people at group events, gatherings, or meetings, including outdoor activities, and avoiding events where physical distancing cannot be maintained. Campers in the same cohort should be at least 3 feet from one another, and should remain at least 6 feet from other people.

Continue to restrict nonessential visitors, volunteers, and activities involving external groups or organizations.

Continue to follow [considerations](#) for campers and staff participating in sporting activities.

Other: _____

Action Planning, Notes and Next Steps

Point Person: _____

Use this space to note any required resources and next steps, or potential barriers and opportunities:

Checklist #3: Preparing for if Someone Gets Sick

Use the following tool when making initial preparations for if someone gets sick with COVID-19.

Before someone gets sick

Point Person: _____

Make sure staff and families know they should not come to camp, and that they should notify camp officials if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or have been [exposed](#) (close contact to someone with symptoms or a confirmed or suspected case).

Develop systems for:

Staff and campers to self-report any [symptoms](#) of COVID-19, a positive test for COVID-19, or exposure to someone with COVID-19 within the last 14 days.

Notifying staff and families of closures and restrictions put in place to limit COVID-19 exposure.

Develop policies for returning to camp after COVID-19 illness. CDC's [criteria to discontinue home isolation and quarantine](#) can inform these policies.

Identify an isolation room or area, preferably with access to a separate restroom, to separate anyone who has COVID-19 [symptoms](#) or who has tested positive but does not have symptoms.

If a person becomes sick and needs to be transported, establish procedures to ensure safe transporting.

Develop a plan to support staff, students, and families experiencing trauma or challenges related to COVID-19.

Other: _____

When someone gets sick

Point Person: _____

Immediately separate individuals with COVID-19 [symptoms](#).

Care for sick individuals following [CDC guidance for caring for yourself or others who are sick](#).

If a child is sick, communicate closely with their parents, guardians, or caregivers to determine whether they should go home, isolate at camp, or be transported to a healthcare facility.

If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.

Relocate [close contacts](#) to designated quarantine area (not the same area as ill child).

Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

Other: _____

After someone gets sick

Point Person: _____

In accordance with state and local laws and regulations, notify [local health officials](#), staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the [Americans with Disabilities Act \(ADA\)](#).

Notify individuals of camp closures and restrictions put in place due to COVID-19 exposure.

Advise those who have had [close contact](#) with a person diagnosed with [COVID-19 to stay home \(or quarantine on site\)](#), [self-monitor for symptoms](#), and follow [CDC guidance](#) if symptoms develop. [Fully vaccinated](#) asymptomatic people can refrain from quarantine, but should continue to monitor symptoms for 14 days following exposure.

Within the first 24 hours after the sick person has been in the space, wait as long as possible (at least several hours) before cleaning and disinfecting. Before cleaning and disinfecting, improve [ventilation](#) by opening doors and windows, using fans, and/ or using heating, ventilation, and air conditioning (HVAC) settings to increase air circulation.

Ensure [safe and correct](#) use and storage of cleaning and disinfection products, including storing them securely away from children.

Sick staff members or campers should not return to camp until they have met [CDC's recommendations to discontinue home isolation](#). If they have met all the CDC criteria for ending isolation, then no additional testing is needed to return to the facility.

Other: _____

Checklist #4: Special Considerations for Overnight Camps

Use the following resources to address any additional considerations specific to your program or community context.

Before Camp

Point Person: _____

Request that campers, their families, and camp staff follow guidance for travelers in the 14 days prior to camp arrival to reduce exposure to COVID-19.

Ask unvaccinated campers and staff members to engage in a 2-week prearrival quarantine that includes physical distancing, mask-wearing when not at home, avoiding unnecessary travel, and refraining from indoor social gatherings with people outside of their households.

Ask campers and staff who are not fully vaccinated to provide proof of a negative viral test taken no more than 1–3 days before arriving at camp. Delay arrival for campers or staff with confirmed positive test results.

Campers and staff who have had a positive viral test in the 3 months prior to starting camp and have met the criteria to end isolation should have a letter from their healthcare provider documenting the positive test date and stating the individual is cleared to end isolation.

Plan for campers and staff to be screened for COVID-19 symptoms when entering the camp (or before boarding camp transportation).

Plan to assign campers to cohorts, upon arrival at camp. These cohorts should remain together for the entire camp session without mixing with other campers and staff in close contact circumstances.

Develop a plan to conduct screening testing within 3–5 days after arrival at camp in accordance with [CDC travel guidance](#). Fully vaccinated asymptomatic people without an exposure can refrain from routine screening testing.

Work with camp administrators, nurses, and other healthcare providers to identify an isolation room or area to separate campers or staff who have COVID-19 [symptoms](#) or who have tested positive but do not have symptoms.

Identify a separate space for separating anyone who is identified as a close contact of someone who has COVID-19.

[Fully vaccinated](#) asymptomatic people can refrain from quarantine, but should continue to monitor symptoms for 14 days following exposure.

Determine procedures to help sick campers safely return home while adhering to COVID-19 travel restrictions.

Position mats or beds so that campers and staff sleep head-to-toe and distanced as much as possible.

Communicate with camp staff about expectations when they are away from camp (for example, during days off), including asking that they engage in [low-risk activities](#).

Consider screening testing for staff that have spent time away from camp.

Develop an Emergency Operations Plan, in collaboration with local health officials, in the event of an outbreak. This plan should be communicated with staff, families, and campers.

Establish procedures if a sick person needs to be transported to a healthcare facility.

Other: _____

During Camp

Point Person: _____

Conduct screening testing for people who are not fully vaccinated within 3–5 days after arrival at camp in accordance with [CDC travel guidance](#).

Continue to conduct daily symptom checking to monitor the health and well-being of camp staff and campers during the camp session.

Continue to monitor and enforce [mask use](#), [physical distancing](#), and [healthy hygiene](#) behaviors when different cohorts are using shared indoor or outdoor spaces together during the day or night.

Ensure that staff or campers who develop symptoms of COVID-19 are isolated immediately, and referred for testing.

Ensure that staff or campers who have COVID-19 are able to isolate [until it is safe to be around others](#).

Ensure that any campers or staff identified as close contacts are able to safely quarantine for the required duration. Fully vaccinated asymptomatic people can refrain from [quarantine](#), but should continue to monitor symptoms for 14 days following exposure.

Checklist #4: Special Considerations for Overnight Camps

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After Camp

Point Person: _____

Camp staff and campers who are not fully vaccinated should get a viral test 3–5 days after traveling home from camp AND stay home and self-quarantine for a full 7 days after travel. Refer to [CDC's Travel During COVID-19](#) website for more information about what to do after traveling home from camp. Fully vaccinated individuals should refer to the [Interim Public Health Recommendations for Fully Vaccinated People](#) on whether and when to test and quarantine after travel.

Notes and Next Steps:

Additional Resources:

- [COVID-19 Frequently Asked Questions](#)
- [Latest COVID-19 Information](#)
- [Managing Stress and Coping](#)
- [People at Increased Risk](#)
- [Children and COVID-19](#)
- [Talking with children about Coronavirus Disease 2019](#)