

These guidelines are intended for application in non-health care settings. The foundation guideline for businesses and employers remains the [Centers for Disease Control and Prevention \(CDC\)'s Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#).

### **General Guidelines that Apply to All**

All employers have to determine how best to minimize the spread of COVID-19 in the workplace. In order to re-open and successfully remain open for business, everyone individually and collectively must actively participate in the core recommendations:

1. Self-isolation – if you are sick, stay home.
2. Practice social distancing of at least six feet distance to the greatest extent possible.
3. Wash hands frequently (20 seconds with soap and water or use of a sanitizer that contains at least 60% alcohol).
4. Clean and disinfect frequently touched objects (e.g. keyboards, phones) and surfaces (e.g. handrails, workstations, sinks) and remove unnecessary frequently touched surfaces.
5. Avoid touching of eyes, nose and mouth with unwashed hands.
6. Consider wearing a cloth face covering when it is difficult to practice social distancing (do not use on children under two years old, people with difficulty breathing, or people who cannot remove the mask themselves).
7. Strongly cover mouth and nose when you cough or sneeze, and throw used tissues away immediately after use.
8. Avoid using other employees' phones, desks, offices or other work tools and equipment when possible, or disinfect them before and after use.
9. Minimize the use of soft surfaces like cloth covered chairs or area rugs that are more difficult to clean or disinfect.

### **Guidelines Specifically for Overnight Camps**

Any scenario where a lot of people gather together comes with a risk of transmitting COVID-19. Please also refer to the [CDC's Considerations for Youth and Summer Camps](#) for additional information. In addition to the above referenced general guidelines, the following are put forth for your consideration:

#### **Pre-camp/Drop-off**

1. Consideration should be given for camp staff to self-quarantine for 14 days prior to the start of camp.
2. Develop a camp-specific plan for implementing COVID-19 related guidance, including what will happen if someone (camper or staff) develop symptoms while attending.
3. Isolate staff or campers who develop symptoms.

4. Have a communications plan for notifying staff and families about potential exposure, while protecting the privacy of the individual.
5. Train all staff on the plan.
6. Actively encourage staff and campers to stay home if they are sick or have recently had a close contact with a person with COVID-19.
7. Develop policies that encourage sick employees to stay at home without fear of reprisal and ensure employees are aware of these policies.
8. Have parents/guardians drop campers off in a designated area and not follow them into cabins.
9. If possible, assign arrival time windows to campers to avoid crowding in drop off area to allow for social distancing.
10. Screen all campers by asking the following three questions:
  - a. Do you have a fever at or greater than 100.4 F?
  - b. Do you currently have symptoms associated with COVID-19 [Note that symptoms associated with COVID have changed over time. Refer to this [CDC web page](#) for the current listing.]
    - i. Coughing
    - ii. Shortness of breath
    - iii. Feeling itchy all over
    - iv. Sore throat
    - v. New loss of taste or smell
    - vi. Chills
  - c. Have you been diagnosed with COVID-19 OR have you been told by your physician or a public health official in the past 14 days that you should self-quarantine due to a potential exposure to the virus?
11. Campers should be encouraged to bring a cloth face covering with them to camp, along with a drinking water container and a small bottle of hand sanitizer.
12. During orientation, review the proper way to put on and take off a cloth face covering. Also review social distancing, hand washing techniques and the importance of letting a counselor know if a camper starts to feel poorly while at the camp.
13. Encourage staff and campers to cover coughs and sneezes with a tissue and to dispose of the tissue and wash hands afterwards.
14. Campers and staff should wash hands prior to eating meals and before and after activities.
15. Prohibit outside visitors from camp.
16. Camper activities should be done in small groups, maintaining the same small groups assigned to a cabin to minimize the opportunity for exposure to more people.
17. Stagger bathroom and other breaks by cabin.
18. Stagger so that occupancy allows for 6-foot social distancing.



## Guidelines for Overnight Camps During the COVID-19 Pandemic

*\*Guidelines are updated frequently to align with modifications from the CDC and executive orders.\**

19. Provide, at least weekly, an e-mail to parents/guardians including information on any positive cases, while protecting the privacy of any individual diagnosed.
20. Support healthy hygiene by providing supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings and no-touch foot pedal trash cans.
21. Discourage the sharing of items that are difficult to clean, sanitize or disinfect.
22. Keep each camper's belongings separated from others' belongings.
23. Ensure adequate supplies for activities or limit use of supplies and equipment to one group of campers at a time and clean, disinfect between uses.
24. Post signs reinforcing and promoting protective measures, including social distancing, use of cloth face coverings, frequent hand washing, etc.
25. Broadcast regular announcements on reducing the spread of COVID-19.
26. Follow the [Restaurant Guidelines](#) from AccelerateSC.
27. Provide physical guides, such as tape on floors or sidewalks and signs on walls to ensure that campers and staff remain at least 6 feet apart in lines.
28. Consider unidirectional travel (one way in and another out) when feasible.
29. Follow the [AccelerateSC Pool Guidelines](#).
30. Follow the [CDC Guidelines for Cleaning and Disinfecting](#).
31. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products. It is important to use approved chemicals and to follow the instructions provided on the labels.  
Note: chemicals should NOT be poured out of their original containers into unlabeled bottles!
32. Develop a schedule for routine cleaning and disinfection, with special focus on frequently touched surfaces.
33. Gloves should be worn by staff or campers who are removing trash bags from receptacles.
34. If transport vehicles like buses or vans are used by the camp, drivers should practice all safety actions and protocols as indicated for other staff (for example, hand hygiene and cloth face covering). Refer to the [CDC guidelines for cleaning and disinfecting school buses](#).
35. Align mats or beds so that campers and staff sleep head-to-toe at least 6 feet apart.
36. Encourage staff and campers to avoid placing toothbrushes or toiletries directly on counter surfaces.
37. Consider limiting camp attendance to staff and campers who live in the local geographic area in order to reduce the risk of spread from areas with higher levels of COVID-19.
38. Keep campers in small groups with dedicated staff to limit exposure opportunities.
39. Designate a staff person (for example, camp nurse) 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.



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