



Town of Marshfield

Board of Health
870 Moraine Street
Marshfield, Massachusetts 02050
Tel: 781-834-5558 Fax: 781-837-6047

MEMORANDUM

TO: Operators of Recreational Camps for Children

FROM: Gary Russell, Assistant Director of Public Health
Hannah Buckley, Marshfield Board of Health Nurse

RE: 2021 Summer Camping Season

The camping season is fast approaching. This is to remind you of what our office will require for paperwork for the upcoming camp season.

Enclosed please find "Recreational Camp Operator Check-List".

The camp will not be permitted to open until all paperwork is complete; an inspection has been completed and a permit has been issued by this office. It is advisable that you check with the Building Department and Fire Department for any additional requirements.

Please see the attached document containing the MA requirements for operating camps per current MA COVID-19 guidelines. Guidelines are subject to change in accordance with the latest recommendations and requirements from Governor Baker and The Department of Public Health. If you have any questions regarding COVID-19, please call the Marshfield Board of Health at (781) 834-5558.

We look forward to working with you to make this a safe and fun season.



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TOWN OF MARSHFIELD CAMP PERMIT APPLICATION FORM

Please complete, sign and return this form to the Health Department along with **FEE and State required Workers Compensation Insurance Affidavit form**
Permits will not be issued unless all forms are returned.

Total fee for 2021 \$75.00

Dates / Days of operation _____

Type of Camp: _____ Approximate # of Campers _____ # of Staff _____ # of Volunteers _____

***PLEASE PRINT**

Name of Camp _____

Location where camp to be held: _____

Email Address: _____

Business address _____

Business ID#(Fed. ID #) _____

Business Telephone # _____ Fax # _____

Mailing address _____

(If different from above)

Hours of operation _____

Contact Person _____

Emergency Phone # _____ Cell Phone # _____

Pursuant to M.G.L. Ch 62C, Sec.49A, I certify under penalties of perjury that I, to my best knowledge and belief, have filed state tax returns and paid all state taxes required under law. (Must be filled out and signed)

Signature of Individual or Corporate Name _____

By _____

Corporate Officer (If applicable)

If Corporation or partnerships, give name, title, and home address of officers or partners.

NAME

TITLE

HOME ADDRESS

State of incorporation _____ Name & address
of local agent _____

I HEREBY STATE THAT ALL ANSWERS ARE CORRECT AND UNDERSTOOD OR HAVE BEEN CORRECTED.

Signature _____ Date _____



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RECREATIONAL CAMP LICENSE APPLICATION

Camp Name and Location Information

Camp Name: _____

Location where camp operates: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Fax: _____

Email: _____

Website/Social Media address: _____

Camp Owner/Organization Information

Owner/Organization Name: _____

Primary Mailing address: _____

City: _____ State: _____ ZIP Code: _____

Phone(year-round): _____ Fax: _____

Email: _____

☐

send license to this email address

Camp Director/Operator Information (if different than owner)

Director/Operator Name: _____

Primary Mailing address: _____

City: _____ State: _____ ZIP Code: _____

Phone(year-round): _____ Fax: _____

Email: _____

☐

send license to this email address

Camp Operating Information

If the camp previously operated in Massachusetts provide: year(s) the camp operated and the name(s) the camp operated under:

☐

From: _____ To: _____ Name(s): _____

N/A

Has the camp's license ever been suspended or revoked:(check):

☐

Suspended

☐

Revoked

☐

Neither

Day or Residential Camp:

☐

Day

☐

Residential

Seasonal or Year-Round Camp:

☐

Seasonal

☐

Year-Round

Seasonal camp only:

Opening Date for camp: _____

Closing Date for camp: _____

Hours of Operation: _____

Swimming Pool(s):

☐

Yes

☐

Off-site

☐

No

Pool Permit Number: _____

Off-Site Pools (if applicable): _____

Total Number of Pool(s): _____

Bathing Beach(s): <input type="checkbox"/> Yes <input type="checkbox"/> Off-site		Names of lake or river located at camp (if applicable): _____	
<input type="checkbox"/> No		Off-Site beaches (if applicable) : _____	
Meals Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Food Permit Number: _____	
Camp Capacity (per Session): Campers: _____ Staff: _____ Volunteers: _____ Total Number for the Year: _____			
Health Care Consultant Information			
Name: _____			
MA License Number: _____		Phone (to reach during camp operations): _____	
Type of Medical License: <input type="checkbox"/> Physician <input type="checkbox"/> Physician Assistant (NOTE: Attach documentation of pediatric training if a PA) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Nurse Practitioner			
Health Care Supervisor Information			
Name: _____			
MA License Number: _____		Age: _____	
Type of Medical License, Registration or Training 105 CMR 430.159(C): <input type="checkbox"/> Physician <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Other: _____ Please attach documentation of current First Aid / CPR Training <input type="checkbox"/> Nurse <input type="checkbox"/> Nurse Practitioner			
Aquatics Director Information <input type="checkbox"/> N/A			
Name: _____		Age: _____	
Lifeguard Certificate issued by: _____ Expiration date: _____		American Red Cross CPR Certificate: _____ Expiration date: _____	
American First Aid Certificate: _____ Expiration date: _____		Previous aquatics supervisory experience: _____ _____ _____	
Firearms Instructor Information <input type="checkbox"/> N/A			
Name: _____			
National Rifle Association Instructor's card (or equivalent): _____			
Date Certified: _____		Expiration date: _____	
Horseback Riding Instructor Information <input type="checkbox"/> N/A			
Name: _____			
License Number: _____		Expiration date: _____	
Stable Location: _____			
Licensed in accordance with MGL c.111 §155, 158: <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>			
Drinking Water and Plumbing Information			
Is the camp a Public Water System (PWS) or connected to a town water supply? <input type="checkbox"/> PWS <input type="checkbox"/> Town water supply <input type="checkbox"/> Other: _____			

Is the camp connected to a municipal sewer or other community, off-site sewage disposal system or is it served by on-site sewage disposal system(s)?

- ☐ Municipal/Off-Site
☐ On-Site (if on-site, Date of most recent septic tank pumping and inspection: _____)
☐ Other: _____

Renewal or Previously Submitted Information

If **ALL** of the above information was previously submitted **and** has not changed, please note:

☐ INFORMATION ON FILE from previous years

Certification and Signature

I authorize the verification of the information provided in and with the application is true, complete, and not misleading to the knowledge and belief of the signer. I understand that any license granted based on false, incomplete, or misleading information shall be subject to suspension or revocation.

Signature
of applicant:

Title:

Name
(Please Print):

Date:

Comments or Additional Information



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street, 7th Floor; Boston, Mass. 02111
Workers' Compensation Insurance Affidavit

Applicant information:

Please PRINT legibly

name: _____

location: _____

city: _____ phone #: _____

☐ I am a homeowner performing all work myself.

☐ I am a sole proprietor and have no one working in any capacity

☐ I am an employer providing workers' compensation for my employees working on this job.

company name: _____

address: _____

city: _____ phone #: _____

insurance co. _____ policy # _____

☐ I am a sole proprietor, **general contractor**, or **homeowner** (circle one) and have hired the contractors listed below who have the following workers' compensation policies:

company name: _____

address: _____

city: _____ phone #: _____

insurance co. _____ policy # _____

company name: _____

address: _____

city: _____ phone #: _____

insurance co. _____ policy # _____

Attach additional sheet if necessary

Failure to secure coverage as required under Section 25A of MGL 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one years' imprisonment as well as civil penalties in the form of a STOP WORK ORDER and a fine of \$100.00 a day against me. I understand that a copy of this statement may be forwarded to the Office of Investigations of the DIA for coverage verification. I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature _____ Date _____

Print name _____ Phone # _____

official use only do not write in this area to be completed by city or town official

city or town: _____ permit/license # _____ ☐ Building Department

☐ check if immediate response is required

☐ Licensing Board

☐ Selectmen's Office

☐ Health Department

contact person: _____ phone #: _____ ☐ Other _____

Information and Instructions

Massachusetts General Laws chapter 152 section 25 requires all employers to provide workers' compensation for their employees. As quoted from the "law", an **employee** is defined as every person in the service of another under any contract of hire, express or implied, oral or written.

An **employer** is defined as an individual, partnership, association, corporation or other legal entity, or any two or more of the foregoing engaged in a joint enterprise, and including the legal representatives of a deceased employer, or the receiver or trustee of an individual, partnership, association or other legal entity, employing employees. However the owner of a dwelling house having not more than three apartments and who resides therein, or the occupant of the dwelling house of another who employs persons to do maintenance, construction or repair work on such dwelling house or on the grounds or building appurtenant thereto shall not because of such employment be deemed to be an employer.

MGL chapter 152 section 25 also states that **every state or local licensing agency shall withhold the issuance or renewal of a license or permit to operate a business or to construct buildings in the commonwealth for any applicant who has not produced acceptable evidence of compliance with the insurance coverage required.** Additionally, neither the commonwealth nor any of its political subdivisions shall enter into any contract for the performance of public work until acceptable evidence of compliance with the insurance requirements of this chapter have been presented to the contracting authority.

Applicants

Please fill in the workers' compensation affidavit completely, by checking the box that applies to your situation and supplying company names, address and phone numbers along with a certificate of insurance as all affidavits may be submitted to the Department of Industrial Accidents for confirmation of insurance coverage. **Also be sure to sign and date the affidavit.** The affidavit should be returned to the city or town that the application for the permit or license is being requested, **not** the Department of Industrial Accidents. Should you have any questions regarding the "law" or if you are required to obtain a workers' compensation policy, please call the Department at the number listed below.

City or Towns

Please be sure that the affidavit is complete and printed legibly. The Department has provided a space at the bottom of the affidavit for you to fill out in the event the Office of Investigations has to contact you regarding the applicant. Please be sure to fill in the permit/license number which will be used as a reference number. The affidavits may be returned to the Department by mail or FAX unless other arrangements have been made.

The Office of Investigations would like to thank you in advance for your cooperation and should you have any questions, please do not hesitate to give us a call.

The Department's address, telephone and fax number:

The Commonwealth Of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street, 7th Floor
Boston, Ma. 02111
fax #: (617) 727-7749
phone #: (617) 727-4900 ext. 406



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Required Documentation:

Please consult 105 CMR 430.000, MA Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV and all guidance documents, prior to filling out the application. Additionally, contact the Department of Public Health, Bureau of Environmental Health, Community Sanitation Program for any questions regarding the following documents:

- Staff information forms (e.g. - applications, contact information, health records, certifications, etc.)
- Procedures for the background review of staff and volunteers [105 CMR 430.090]
- A copy of promotional literature [105 CMR 430.190(C)]
- Procedures for reporting suspected child abuse or neglect [105 CMR 430.093]
- A camp health care policy [105 CMR 430.159(B)]
- A discipline policy [105 CMR 430.191]
- A fire evacuation plan – approved by the local fire department [105 CMR 430.210(A)]
- A written statement of compliance from the local fire department [105 CMR 430.215]
- A Disaster/Emergency plan [105 CMR 430.210(B)]
- A lost camper plan [105 CMR 430.210(C)]
- A lost swimmer plan (when applicable) [105 CMR 430.210(C)]
- A traffic control plan [105 CMR 430.210(D)]
- For Day Camps – contingency plans [105 CMR 430.211]
- For Field Trips – A written itinerary, including sources of emergency care, access to health records/medication/first aid kits and contingency plans to be provided to the parents/guardians prior to departure [105 CMR 430.212]
- A current certificate of inspection from the local building inspector [105 CMR 430.451]
- If applying for an initial license after January 1, 2000 – the lab analysis of a private well water supply source (if applicable) [105 CMR 430.300, 303]

Please note:

When seeking a recreational camp license for each community where the camp is located, an applicant shall file an application with the Board of Health, using a form provided by the Department or available from the Board of Health documenting all required information, including, but not limited to, a plan showing the buildings, structures, fixtures and facilities, as needed. [105 CMR 430.631]



Recreational Camp Operator Check-List

Recreational camps are required to develop and implement numerous site-specific policies and procedures, and to ensure that staff members are properly trained in all of them. Prior to the arrival of campers, camp operators must conduct an orientation where hands-on training can take place regarding programmatic aspects of the camp along with other required important policies and procedures. Below is a list of the documents that a camp may be required to have, along with a check-list to facilitate record keeping provisions and compliance. If you have questions as to whether a particular camp must have a certain plan, please contact the Marshfield Board of Health.

Documentation to Have on File	All Camps	Only If Applicable
Staff information forms (e.g. - applications, contact information, health records, certifications, etc.)	✓	
Procedures for the background review of staff and volunteers [105 CMR 430.090]	✓	
A copy of promotional literature [105 CMR 430.190(C)]		✓
Procedures for reporting suspected child abuse or neglect [105 CMR 430.093]	✓	
A camp health care policy [105 CMR 430.159(B)]	✓	
A discipline policy [105 CMR 430.191]	✓	
A fire evacuation plan – approved by the local fire department [105 CMR 430.210(A)]	✓	
A written statement of compliance from the local fire department [105 CMR 430.215]	✓	
A Disaster/Emergency plan [105 CMR 430.210(B)]	✓	
A lost camper plan [105 CMR 430.210(C)]	✓	
A lost swimmer plan (when applicable) [105 CMR 430.210(C)]		✓
A traffic control plan [105 CMR 430.210(D)]	✓	
For Day Camps – contingency plans [105 CMR 430.211]		✓
For Field Trips – A written itinerary, including sources of emergency care, access to health records/medication/first aid kits and contingency plans to be provided to the parents/guardians prior to departure [105 CMR 430.212]		✓
A current certificate of inspection from the local building inspector [105 CMR 430.451]	✓	
If applying for an initial license after January 1, 2000 – the lab analysis of a private well water supply source (if applicable) [105 CMR 430.300]		✓



Recreational Camp Operator Check-List

Licensing:

	Complete	N/A
Please submit all paperwork and contact the Marshfield Board of Health regarding annual licensing at least 2 weeks prior to opening		
Contact the Municipal <u>Building and Fire Departments</u> for a facility annual inspection OR obtain a copy of the Municipal Building and Fire Departments annual inspection of the facility.		

Policies and Procedures:

	Complete	N/A
Develop / Review / Update all required recreational camp policies and procedures.		
Review compliance with all associated regulations (food service, pools, beaches, medical waste, etc.).		
Review field trip itineraries, policies & procedures, staffing, and first aid kits.		
Review emergency plans, ensure adequate staff training, and conduct fire drills.		
Review all specialized high risk activities, including aquatics, have plans and staff in place.		
Ensure all facilities being maintained in good order (housekeeping, sanitation, egress, etc.).		

Staff:

	Complete	N/A
Obtain applications, conduct background checks (including CORI/SORI) for all staff and volunteers, and finalize hiring.		
Obtain health records for all staff & campers, identify required medications for HCC.		
Finalize Health Care Consultant (HCC) Agreement; ensure health care policies are reviewed & signed.		
Ensure adequate on-site health care supervisor(s) in-place and trained by HCC (as applicable).		
Develop agenda for staff / volunteer orientation and all required training to be completed.		



Recreational Camps and Programs

Health and Safety Standards for Reopening

Recreational Camps and Programs must comply with any MA state or local requirements or orders in response to COVID-19. Recreational Camps licensed under 105 CMR 430 Minimum Standards for Recreational Camps for Children: State Sanitary Code Chapter IV must comply with those regulations as well as any additional more restrictive MA state or local requirements or orders in response to COVID-19. Camps and Programs are responsible for ensuring their operations are updated to comply with new COVID19 guidance and orders.

Definitions

Recreational Camp: any program required to be licensed as a Recreational Camp for Children under 105 CMR 430.

Recreational Program: any municipal or recreational youth programs not traditionally licensed as camps or as childcare facilities.

Residential Camp: as defined in 105 CMR 430.020.

Overnight Program: means any municipal or recreational youth programs not traditionally licensed as camps or as childcare facilities that offer overnight programs.

Staff: includes Staff and Volunteers as defined in 105 CMR 430.020.

Health Care Consultant: as defined in 105 CMR 430.020.

Health Care Supervisor: as defined in 105 CMR 430.020.

Staffing and Operations

- Visitors (including parents) are not permitted.
- Designate a senior staff person responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
 - Make enrollment capacity decisions based on the ability to consistently maintain 6 ft of distance in all camp buildings where campers/staff are anticipated to be during the day and emergency shelter locations.
- Ensure adequate staffing to supervise sick campers and to accommodate cleaning requirements.
 - **Licensed Rec. Camps** must have at least two Health Care Supervisors present at all times.
- Review medical information submitted by parents and reach out to parents of high-risk children to discuss whether additional protections are necessary, and what supports can be offered to best help their child.
- Update plans to address new health and safety requirements associated with COVID-19 and provide parents with information on the policies for preventing and responding to COVID-19.
 - **Licensed Rec. Camps** must include plans into Staff Training and Orientation and provided in writing and included in or in addition to the written camp Health Care Policy and other relevant procedures (105 CMR 430.159).
- Develop a tested communication system with parents, children at the camp, all staff, facility and/or grounds management, and emergency medical services. Obtain parents email addresses and home, work, and mobile phone numbers so that staff can reach them at any time.
- Staff must provide campers with an orientation at the start of camp to review new COVID protocols, encourage and educate on reporting of symptoms and not coming to camp if sick, and how to request a replacement mask if needed.

- Must have a plan for handling camp/program closings and staff absences. Consider flexible sick leave policies and promote the importance of staff not coming to work if they are sick.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods unless doing so creates a hazard.
- Ensure water systems and features (e.g., cooling systems) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

Cohort Size

All Camps and Programs:

- Staff must be assigned to the same cohort for the duration of the program session. Cohorts must not be combined at any time and staff must not float between cohorts, unless needed to provide supervision of specialized activities or to provide breaks for other staff.
- May have multiple cohorts of campers and counselors in the same area, but must maintain separation between cohorts and comply with the Governor's most recent [Gathering Order](#).
- Ensure campers/staff belongings are stored in a manner to prevent groups congregating.
- Stagger use of communal spaces, such as game rooms and recreation halls, to reduce congregating and disinfect in between uses.
- Must develop safe pickup/drop off procedures to maintain physical distancing and prevent the mixing of campers. These procedures must be explained to parents prior to the first drop off.
- Must develop a plan for safe vendor deliveries, if applicable.
- **Licensed Recreational Camps** must maintain the camper to counselor ratios in 105 CMR 430.101.

Day Camps and Programs:

- Cohort size limited to ≤ 25 campers. Staff are not counted as part of cohort size. Social distancing must be maintained within each cohort.
- May not congregate staff/campers in a way that does not allow for 6 feet of physical distancing between individuals; limit activities to those that can maintain social distancing.

Residential Camps and Overnight Programs:

- Cohort size is limited to ≤ 12 campers grouped by sleeping arrangements. Staff are not counted as part of cohort size. There may be multiple cohorts of ≤ 12 campers but they may not be combined at any time.
- Social distancing within cohorts is required unless requirements in "Cohort Exceptions" listed below are met.

Hygiene and Handwashing

- Implement proper hand hygiene practices and frequency for both staff and campers including handwashing when necessary including but not limited to: arrival at camp, before and after meals, after bathroom use, after coughing/sneezing, and after contact with bodily fluids or surfaces that may be contaminated.
- Campers and staff must be instructed to go to the nearest handwashing/ hand hygiene station upon entry.
- Adequate handwashing facilities with soap, water, trash receptacle, and paper towels must be readily accessible to all campers and staff with handwashing instructions posted near every handwashing sink.
- Hand sanitizer with at least 60% alcohol may be used at times when handwashing is not available if:
 - Appropriate to the ages of children and children are instructed on proper use;
 - Campers have written parent/guardian permission to use;
 - Products stored securely; and
 - Used under the supervision of staff.

- Ensure that campers and staff are aware of infection control practices and that personal supplies (e.g., hats, brushes, hair ties, contact solutions, towels and bedding) and drinking containers must never be shared with others.
- Post signage throughout the camp environment on signs/symptoms of COVID-19 and the importance of social distancing, mask use, and proper hand hygiene.

Personal Protective Equipment (PPE) and Face Masks/Coverings

- Staff and campers must wear face masks/coverings as required by the Governor's most recent [Order on Face Coverings in Public](#). (Residential Camps and Overnight Programs may be exempted, see "Cohort Exemption", below)
- Masks and cloth face coverings should be routinely washed or replaced (daily and any time the mask is used or becomes soiled), depending on the frequency of use.
- Masks/face coverings should be provided by the camper/parent, but camps should have a sufficient supply of reusable or disposable masks to provide to campers or staff when requested.
- May schedule times and locations for mask breaks, which should be outdoors if possible, or with windows open. During this time ensure 6 feet of distance is maintained between all individuals.
- Staff must wear appropriate gloves during food preparation and screening activities that require contact.

Screening and Monitoring

- Develop and implement a plan for screening children and staff that includes daily screening checks, location of screening activities, and identify designated staff responsible for conducting screenings.
 - **Licensed Rec. Camps:** Staff conducting screenings must be trained by the camp's Health Care Consultant.
- Daily screenings must include a visual inspection of each camper for signs of illness. At drop off parents must:
 - Verbally confirm their child and anyone in their household has not experienced any COVID-19 symptoms in the last 24 hours and that their child is not required to be in COVID-19 isolation or quarantine.
 - Sign a written attestation regarding any household contacts to someone with COVID-19 symptoms or if they have given their child any fever reducing medication.
 - Health check responses must be recorded and maintained on file.
 - COVID vaccination should be noted with other immunization records
- Establish procedures to ensure that no individual is allowed to enter the building or participate in the camp or program until they successfully pass the screening. Screening must be held in an area allows for privacy, confidentiality, and social distancing or a physical barrier.
- Staff must actively monitor children throughout the day for symptoms of any kind. Camps/programs must have a non-contact or temporal thermometer on site to check temperatures.
- Keep track of individuals that staff and campers come into contact with during the course of the day in the potential case of exposure.

Isolation and Quarantine

- Develop plan for identifying, isolating, and discharging symptomatic children and staff.
- Must have procedures for contacting parents of children in isolation immediately, criteria for seeking medical assistance, transportation of a child/staff who has developed symptoms related to COVID-19 and who rely on camp transportation, mitigation of transmission until the sick individual can safely leave the premises, and immediately notifying the local board of health.

- Must have contingency plans for arranging for transportation for a sick camper, in the case that parents are unable to pick up their children, and for staff, in case they are unable to transport themselves.
- Designate a separate space to isolate individuals with COVID-19 symptoms. While all camps/programs must designate an isolation room or space, camps must prepare for the possibility of needing to isolate multiple campers. If possible, camps must create multiple, separate isolation rooms and spaces so symptomatic individuals can also physically distance from each other. A private or separate bathroom and separate exit from the building/area should be made available for use by sick individuals only.
- Symptomatic campers/staff must be isolated immediately and supervised at all times by dedicated staff member(s). Others may not enter the isolation space without PPE appropriate for the care setting.
- In the event camper/staff tests positive for COVID-19 or is identified as a close contact, they may not return to the camp/program until they have met the requirements for discontinuing [isolation or quarantine](#).
 - **Licensed Rec. Camps:** Camp Health Care Consultants, Healthcare Supervisors and healthcare staff may follow current [Return to Work Guidance](#) for Healthcare Workers.
- If a symptomatic individual tests negative, they may return to camp after they have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If, after the individual tests negative, a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to camp based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).
- Camps/programs must work with the local board of health to help identify and notify close contacts and for guidance on quarantine requirements.
- **Licensed Rec. Camps** must notify MDPH Community Sanitation Program on the Recreational Camp Injury and Reporting form as soon as possible, but no later than 48 hours after notification of the positive case.

Cleaning, Disinfecting and Sanitizing

- Must develop a plan in accordance with [CDC Guidance](#) to intensify the camp/programs cleaning, disinfecting, sanitizing practices and at what frequency. Clean surfaces first and use EPA-registered disinfectants and sanitizers for use against COVID-19, as appropriate. Follow the manufactures instructions for application, including contact and dry-times, and proper ventilation. Do not spray chemicals around children.
- All sanitizing and disinfecting solutions must be labeled properly to identify the contents, stored in a locked closet or compartment, and stored separately from food items.
- Cleaning and disinfection of shared and personal equipment shall be in accordance with EEA standards on [Amateur Sports Activities](#) and [CDC Guidance](#) for Childcare.
 - Clean and disinfect PFDs supplied to campers in accordance with [US Coast Guard guidance](#).
- If a program suspects a camper or staff member was present at camp while infectious, close off and increase ventilation to the area(s) and wait 24 hours or as long as practical to begin cleaning and disinfecting area(s), frequently touched surfaces and shared equipment potentially used by the ill person. Camps/programs must plan for availability of alternative space while areas are out of use.
- Camps/programs shall follow CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease. Camps/programs must comply with applicable OSHA standards (29 CFR 1910) and 105 CMR 480.000 (Minimum Requirement for the Management of Medical and Biological Waste) to ensure proper disposal of regulated medical waste.

Transportation and Travel

- Limited transportation to surrounding areas and recreational facilities where significant interaction with the public is not expected is permitted.

- Traveling by foot or biking is strongly encouraged where reasonably possible and safe to do so.
- While off-site, camps/programs must comply with all requirements, including social distancing and face coverings, and they must plan for how they will isolate a camper/staff who develops symptoms and arrange for separate transportation to seek medical care from the off-site location.
- Comply with applicable standards in [Reopening Transportation Guidance](#) dated February 11, 2021 from the Department of Elementary and Secondary Education.
- Cohorts should be maintained to the extent possible during all transportation and travel.

Food Service and Safety

- Develop a plan for food service that complies with the Hygiene Protocols in the current [Workplace Safety Standards for Restaurants](#).
- When possible, snacks and meals should be brought from home, be pre-packaged or ready to serve in individual portions. Where this is not feasible, staff must prepare and serve meals. No family style meals or self-service.
- Social distance must be maintained during meals and cohorts must remain constant, extra meal shifts may be necessary. Increase ventilation by keeping windows open when possible. Kitchen staff must maintain a checklist indicating completion of routine cleaning/sanitizing of kitchen and dining areas. Avoid all food contact surfaces when using disinfectants.

Activity Limitations

- All activities must be conducted in accordance with physical distancing, masking and sanitation requirements, and should be conducted outside when possible.
- All sports activities must follow applicable [Safety Standards for Youth and Adult Amateur Sports Activities](#).
- Camps/programs can use their own swimming pools and beach front and offsite pools and beaches in accordance with current applicable [reopening standards](#). If using offsite pools or beaches, camps/programs should reserve their own dedicated time slot to prevent interaction with other camps and the general public.

Additional Requirements for Residential Camps and Overnight Programs

In addition to meeting all requirements above applicable to all camps and programs, Residential Camps and Overnight Programs must meet additional standards, below:

Staffing and Operations

- When possible, staff should remain on-site for the duration of the camp session.
- Campers must remain on-site for the duration of the session, with the exception of planned field trips within the cohort and to seek medical treatment. New campers are not permitted mid-session.
- Campers who leave during the session for other purposes may not return to camp activities.
- Documentation collected (screening documentation, surveillance/medically necessary testing, previous positive test results) must be maintained in a confidential manner and recorded in campers/staff health files.
- Staggered arrival to ensure that there is minimum overlap with campers and their families and so that individuals can complete modified quarantine pending test results (see below).

Screening and Monitoring

- **Pre-Screening:** Staff and campers should self-quarantine 10 days prior to arriving at camp/program. During this time, parents are urged to conduct documented daily screenings of their child for symptoms associated with COVID19 and staff are urged to conduct self-screenings. Camps/programs may request documentation of this screening.
- **Regular Screening:** Individuals who do not pass the daily screening must be immediately isolated and tested. Staff that do not remain on-site for the entire session must be re-screened each day.

Testing

- Residential Camps must develop a plan to test campers and staff for COVID-19 in accordance with the below requirements. Guidance for on-site testing can be found [here](#).
 - **Licensed Rec. Camps:** The Health Care Consultant (HCC) must review and approve testing policies and procedures which must be added to the camps healthcare policies.
- Parental consent required to conduct routine or medically indicated testing on minors at camp. If parental approval for testing guidelines is not granted, residential camps may not permit the minor to attend camp.
- Residential Camps/Programs must comply with all reporting requirements. COVID-19 is a notifiable disease and results **must** be reported to the Massachusetts Department of Public Health within 24 hours. Camps/Programs must work with DPH and local boards of health to ensure that all individual test results (positive and negative) are reported in an approved manner and include all appropriate demographic and close contact information.
- **Arrival Testing**
 - All campers and staff must obtain a negative PCR test within 72 hours of coming to camp. If unable to produce results upon arrival at camp, individual(s) must quarantine from all other campers and staff until result from PCR test are received.
 - All campers and staff must be tested upon arrival using either a PCR or BinaxNow test.
 - Until results of all tests are received, all campers must be in “modified quarantine” where campers and staff must stay in the smallest groups possible within their cohorts, are required to mask and socially distance except during sleep, and may not interact with other cohorts.
 - If any testing during this period returns a positive result, follow isolation and quarantine guidance.
 - Individuals who have tested positive within the last 90 days, have been cleared from isolation, and can provide lab results do not need to meet Arrival Testing requirements.
- **Symptomatic Testing:** Residential Camps and Programs must develop a symptomatic testing plan that ensures all symptomatic campers and staff are able to be tested promptly for COVID-19. If no on-site testing available, transportation to and from testing location must minimize staff exposure to the symptomatic individual.

Isolation and Quarantine

- Parents or guardians of a camper or minor in isolation or quarantine must be notified immediately.
- If a camper or staff must isolate due to positive test results or quarantine due to COVID19 exposure, they should not complete their isolation and quarantine requirements at camp.
- Develop a contingency plan in the event an isolated/quarantined individual cannot be sent home immediately by private transportation, including identifying where they will isolate or quarantine.
- Establish space(s), including separate bathrooms, for isolation and/or quarantine of:
 - Individuals that did not provide PCR test results for a test 72 hours prior to arrival;
 - Symptomatic individuals awaiting results;
 - Positive individuals until they are picked up in a private vehicle and driven to where they will isolate and quarantine;
 - Close contacts of positive individuals until they are picked up in a private vehicle and driven to where they will isolate and quarantine

Sleeping Arrangements:

- Sleeping areas/cabins are restricted to campers in the same cohort and cabin access should be

limited to only individuals who reside in that cabin.

- Bed spacing and cohort sleeping arrangements shall comply with requirements in 105 CMR 430.470 and 105 CMR 430.458, but camps are encouraged to increase bed spacing to 6 feet if possible.
- Face coverings should not be worn while sleeping.
- Increase ventilation by keeping windows open when possible.

Cleaning, Disinfecting and Sanitizing

- Showers and bathroom areas must be cleaned and disinfected frequently, particularly after periods of heavy use. It is recommended these areas be cleaned a minimum of 2 times a day.
- Ensure cabins, sleeping areas, bed surfaces and any shared items are cleaned and disinfected between sessions.
- Laundry services shall be provided in accordance with 105 CMR 430 and if necessary to ensure all campers and staff have clean personal items, including reusable masks. Laundering shall be done in accordance with [CDC Guidance](#).
- Mattresses or mattress covers, and cots or cot covers should be cleaned or laundered regularly, and must be cleaned and disinfected prior to use in next camping session in accordance with CDC guidance for soft (porous) surfaces.

Transportation and Travel

- Develop a policy for campers and staff arrival and departure from camp that limits the use of public transportation and exposure to the general population.
- Off-site travel is strongly discouraged. If off-site travel is offered, campers and staff must maintain distancing between cohorts.

Cohort Exception

- Distancing and masking **within** a cohort is not required if all campers and staff in cohort at a Residential Camp or Overnight Program have:
 - Completed all arrival testing requirements with no identified positive results;
 - Completed modified quarantine; and
 - No one in the cohort has traveled off-site, other than for medical care and planned field trips.
- Physical distancing **between** cohorts must be maintained at all times and mask use is required where there is the possibility of interacting with other cohorts or staff outside the cohort.
- Procedures and activities should continue to encourage social distancing and reduce close contact between campers in a cohort.
- If staff in a cohort have gone off site (other than for planned field trips and medical care where COVID-19 protocols were followed) the entire cohort must mask and distance. The individual who went off site must meet arrival testing requirements before cohort exemption can be applied.