

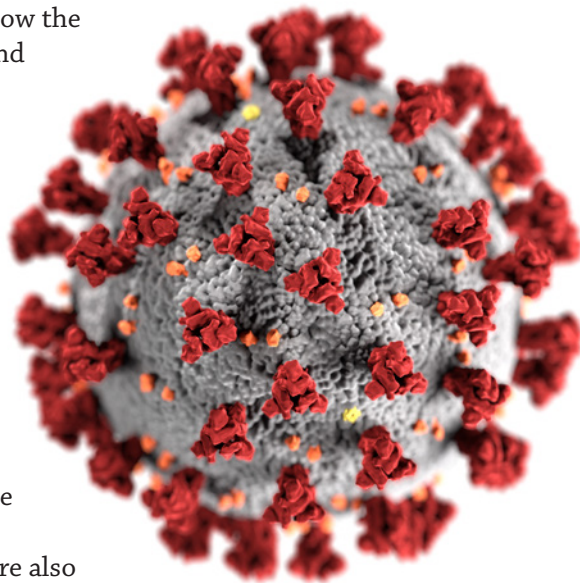
# Suggestions for Youth Programs and Camps: Readiness and Planning Tool

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

CDC offers the following readiness and planning tool to share ways camp administrators can help protect campers, staff, and communities, and slow the spread of COVID-19. This tool aligns with the [Suggestions for Camps](#), and includes the following:

- [General Readiness Assessment](#)
- [Daily/Weekly Readiness Assessment](#)
- [Preparing for if Someone Gets Sick](#)
- [Special Considerations and Resources](#)

Camp and youth program administrators may review and complete the general readiness assessment while working with state, local, tribal, territorial, or federal officials when making initial preparations to promote healthy behaviors, environments, and operations that reduce the spread of COVID-19. The daily/weekly readiness assessment may be used to monitor and maintain recommended practices. Planning tools are also included to help 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. Implementation should be guided by what is feasible, practical, acceptable and tailored to the needs and context of each community.



## Guiding Principles to Keep in Mind

The more people a camper or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in youth camp settings as follows:

- **Lowest Risk:** Small groups of campers stay together all day, each day. Campers remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., city, town, county, community).
- **More Risk:** Campers mix between groups but remain at least 6 feet apart and do not share objects. Outdoor activities are prioritized. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Even More Risk:** Campers mix between groups and do not remain spaced apart. All campers are from the local geographic area (e.g., community, town, city, or county).
- **Highest Risk:** Campers mix between groups and do not remain spaced apart. All campers are not from the local geographic area (e.g., community, town, city, or county).



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## Suggestions for Youth Programs and Camps: General Readiness Assessment

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

Policies and Procedures	Facilities and Supplies	Education and Training
<p><b>Point Person(s):</b> _____</p> <p>Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.</p> <p>Designate a staff person responsible for responding to COVID-19 concerns. Make sure other staff, parents, and campers know how to contact this person.</p> <p>Develop policies that encourage sick staff members to stay at home without fear of job loss or other consequences and protect their privacy, particularly for those with <a href="#">underlying medical conditions</a> and at <a href="#">higher risk</a> for severe illness.</p> <p>Offer options for staff and campers at higher risk for severe illness (e.g., telework or virtual learning opportunities).</p> <p>Offer flexible sick leave policies and practices.</p> <p>Offer options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts).</p> <p>Develop a plan to monitor absenteeism of campers and staff, cross-train staff, and create a roster of trained back-up staff.</p> <p>Develop a plan to conduct daily health checks (e.g., temperature screening and/or <a href="#">symptom checking</a>) of staff and campers, as possible, and in accordance with any applicable privacy laws and regulations.</p> <p>Develop a plan for campers to stay in small groups with dedicated staff and remain with the same group throughout the day, every day.</p>	<p><b>Point Person(s):</b> _____</p> <p>Obtain supplies including:</p> <ul style="list-style-type: none"><li>soap</li><li>hand sanitizer (at least 60% alcohol)</li><li>paper towels</li><li>tissues</li><li><a href="#">cleaning and disinfection supplies</a></li><li><a href="#">masks</a> (as feasible)</li><li>no-touch/foot pedal trash cans</li><li>no-touch soap/hand sanitizer dispensers</li><li>disposable food service items</li><li>other: _____</li></ul> <p>Develop a schedule for increased routine cleaning and disinfection in collaboration with maintenance staff, including areas such as the following:</p> <ul style="list-style-type: none"><li>buses or other transport vehicles</li><li>frequently touched surfaces (e.g., desks, door handles, railings)</li><li>communal spaces (e.g., restrooms)</li><li>shared objects (e.g., gym equipment, art supplies, games)</li><li>other: _____</li></ul>	<p><b>Point Person(s):</b> _____</p> <p>Educate staff, campers, and their families about when they should <a href="#">stay home</a> if they have COVID-19 <a href="#">symptoms</a>, have been diagnosed with COVID-19, are waiting for test results, or have been <a href="#">exposed</a> to someone with symptoms or a confirmed or suspected case, and when they can <a href="#">return</a> to camp.</p> <p>Educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.</p> <p>Make plans for teaching the importance of <a href="#">handwashing</a> with soap and water for at least 20 seconds.</p> <p>Make plans for teaching the importance of <a href="#">social distancing</a> and staying with small groups, if applicable.</p> <p>Identify who should wear <a href="#">masks</a>, and communicate the importance of wearing them. Masks should <b>not</b> be placed on:</p> <ul style="list-style-type: none"><li>• Children younger than 2 years old</li><li>• Anyone who has trouble breathing or is unconscious.</li><li>• Anyone who is incapacitated or otherwise unable to remove the mask without help.</li></ul> <p>Provide information on <a href="#">proper use, removal, and washing of masks</a>.</p> <p>Train staff on all safety protocols.</p> <ul style="list-style-type: none"><li>• Conduct training virtually or maintain <a href="#">social distancing</a> during training.</li></ul> <p>Other: _____</p>

## Suggestions for Youth Programs and Camps: General Readiness Assessment

(continued from previous page)

### Policies and Procedures

Develop a plan for campers to bring their own meals or for serving individually plated meals, if possible. Consider staggering mealtimes or having campers eat in separate areas or with their small group instead of in a communal space.

Develop protocols to limit contact between small groups and with other campers' guardians (e.g., staggered arrival and drop-off times or locations).

Develop a plan for if someone gets sick or shows symptoms of COVID-19.

Other: \_\_\_\_\_

### Facilities and Supplies

Close shared spaces or develop a plan for staggered use and [cleaning and disinfecting](#).

Develop a plan for regular cleaning and disinfecting of buses or other transport vehicles, see guidance for [bus transit administrators](#).

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

Ensure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another.

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](#).

Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).

Provide physical guides, such as tape on floors and signs on walls, to promote social distancing.

Space seating at least 6 feet apart.

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).

Develop protocol to monitor and ensure adequate supplies to minimize sharing of materials, or limit use to one group of campers at a time, and clean and disinfect between use..

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

Other: \_\_\_\_\_

## Suggestions for Youth Programs and Camps: General Readiness Assessment

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

### Communication and Messaging

**Point Person(s):** \_\_\_\_\_

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

entrances

dining areas

restrooms

other \_\_\_\_\_

Develop plans to include messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:

websites

email

[social media accounts](#)

other \_\_\_\_\_

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

Notify all camp staff and families of who to contact for questions and concerns related to COVID-19.

Other: \_\_\_\_\_

### Gatherings, Visitors, and Events

**Point Person(s):** \_\_\_\_\_

Review local/state regulatory agency policies related to group gatherings to determine if events can be held.

Limit group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained.

Limit nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible—especially with individuals who are not from the local geographic area (e.g., community, town, city, county).

Avoid activities and events such as field trips and special performances where it may be difficult to maintain social distancing.

If offering sporting activities, follow [considerations](#) to minimize transmission of COVID-19 to players, families, coaches, and communities.

Prioritize outdoor activities where social distancing can be maintained as much as possible.

If food is offered at any event, make plans to ensure pre-packaged boxes or bags for each attendee and use of disposable food service items. Provide hand sanitizer or wipes if handwashing is not available.

Other: \_\_\_\_\_

### Action Planning—Notes and Next Steps

**Point Person(s):** \_\_\_\_\_

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

## Suggestions for Youth Programs and Camps: 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	Facilities and Supplies	Education and Training
<p><b>Point Person(s):</b> _____</p> <p>Maintain regular contact with local health authorities and review relevant local/state regulatory agency policies and orders for updates.</p> <p>Ensure a staff person (e.g., camp nurse or healthcare provider) is responsible for responding to COVID-19 concerns is assigned.</p> <p>Monitor absenteeism of campers and staff.</p> <p>Ensure roster of trained back-up staff is updated.</p> <p>Conduct daily health checks (e.g., temperature screening and/or <a href="#">symptom checking</a>) of staff and campers, as possible, and in accordance with any applicable privacy laws and regulations.</p> <p>Ensure options for flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) are available and used when needed.</p> <p>Ensure campers are kept together in small groups with dedicated staff and remain with the same group throughout the day, every day.</p> <p>Adhere to and review protocols to limit contact between small groups and with other campers' guardians.</p> <p>Ensure small groups maintain a physical distance of at least 6 feet to avoid mixing between groups, if possible.</p> <p>Ensure campers eat in separate areas or with their small group.</p> <p>Ensure each camper's belongings are separated from others' and in individually labeled containers, cubbies, or designated areas.</p>	<p><b>Point Person(s):</b> _____</p> <p>Monitor and restock supplies including:</p> <ul style="list-style-type: none"><li>soap</li><li>hand sanitizer (at least 60% alcohol)</li><li>paper towels</li><li>tissues</li><li><a href="#">cleaning and disinfection supplies</a></li><li><a href="#">masks</a> (as feasible)</li><li>no-touch/foot pedal trash cans</li><li>no-touch soap/hand sanitizer dispensers</li><li>disposable food service items</li><li>other: _____</li></ul> <p>Monitor adherence to the schedule for increased, routine cleaning and disinfection of:</p> <ul style="list-style-type: none"><li>buses or other transport vehicles</li><li>frequently touched surfaces</li><li>communal spaces</li><li>shared objects</li><li>other: _____</li></ul> <p>Monitor availability and use of gloves when removing garbage bags or handling and disposing of trash.</p> <p>Monitor <a href="#">safe and correct use</a> and storage of <a href="#">cleaners and disinfectants</a>, including storing products securely away from children.</p>	<p><b>Point Person(s):</b> _____</p> <p>Educate staff, campers, and their families about when they should <a href="#">stay home</a> if they become sick with COVID-19 <a href="#">symptoms</a>, test positive for COVID-19, or have been <a href="#">exposed</a> to someone with symptoms or a confirmed or suspected case, and when they can <a href="#">return</a> to camp.</p> <p>Educate staff on flexible work and leave policies that encourage sick staff members to stay at home without fear of job loss or other consequences.</p> <p>Reinforce and monitor <a href="#">handwashing</a> with soap and water for at least 20 seconds.</p> <p>Encourage covering coughs and sneezes with a tissue, and then washing hands with soap and water for at least 20 seconds.</p> <p>Encourage <a href="#">social distancing</a> and staying with small groups, if applicable.</p> <p>Reinforce the use of <a href="#">masks</a>. Masks should <b>not</b> be placed on:</p> <ul style="list-style-type: none"><li>• Children younger than 2 years old</li><li>• Anyone who has trouble breathing or is unconscious</li><li>• Anyone who is incapacitated or otherwise unable to remove the mask without help.</li></ul> <p>Provide information on <a href="#">proper use, removal, and washing of masks</a>.</p> <p>Train staff on all safety protocols.</p> <ul style="list-style-type: none"><li>• Conduct training virtually or maintain <a href="#">social distancing</a> during training.</li></ul> <p>Other: _____</p>

## Considerations for Schools: Daily/Weekly Readiness Assessment

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### Policies and Procedures

Ensure limited sharing of electronic devices, toys, books, and other games or learning aids, and clean and disinfect between users.

During naptime, assign mats to individual children, [sanitize mats](#) before and after use, and space them out as much as possible.

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

Other: \_\_\_\_\_

### Facilities and Supplies

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

Ensure ventilation systems operate properly.

Ensure seating is spaced at least 6 feet apart.

In transport vehicles, ensure one child per row, skipping rows when possible.

For communal spaces, ensure staggered use, and cleaning and disinfecting frequently touched surfaces and shared objects 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 adequate supplies to minimize sharing of high-touch materials, and monitor cleaning and disinfecting between use. .

Other: \_\_\_\_\_

## Suggestions for Youth Programs and Camps: Daily/Weekly Readiness Assessment

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

### Communication and Messaging

**Point Person(s):** \_\_\_\_\_

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

entrances

dining areas

restrooms

other \_\_\_\_\_

Continue to provide or update messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:

websites

email

[social media accounts](#)

other \_\_\_\_\_

Ensure all 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: \_\_\_\_\_

### Gatherings, Visitors, and Events

**Point Person(s):** \_\_\_\_\_

Continue to encourage social distancing of at least 6 feet between people at group events, gatherings, or meetings, including outdoor activities.

Continue to restrict nonessential visitors, volunteers, and activities involving external groups or organizations—especially those who are not from the local geographic area (e.g., community, town, city, country).

Continue to avoid activities and events such as field trips and special performances.

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

Continue to offer pre-packaged boxed or bagged meals for each attendee and use disposable food service items.

Other: \_\_\_\_\_

### Action Planning—Notes and Next Steps

**Point Person(s):** \_\_\_\_\_

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

## Suggestions for Youth Programs and Camps: 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	When Someone Gets Sick	After Someone Gets Sick
<p><b>Point Person(s):</b> _____</p> <p>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 <a href="#">symptoms</a>, test positive for COVID-19, or have been <a href="#">exposed</a> to someone with symptoms or a confirmed or suspected case.</p> <p>Develop systems to:</p> <ul style="list-style-type: none"><li>Have individuals self-report to the administrators if they have <a href="#">symptoms</a> of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.</li><li>Notify individuals of closures and restrictions put in place to slow the spread of COVID-19.</li></ul> <p>Develop policies for returning to camp after COVID-19 illness. CDC's <a href="#">criteria to discontinue home isolation and quarantine</a> can inform these policies.</p> <p>Identify an isolation room or area to separate anyone who has COVID-19 <a href="#">symptoms</a> or who has tested positive but does not have symptoms.</p> <p>If a person becomes sick and needs to be transported, establish procedures to ensure safe transporting.</p> <p>Develop a plan to support staff, campers, and families experiencing trauma or challenges related to COVID-19.</p> <p>Other: _____</p>	<p><b>Point Person(s):</b> _____</p> <p>Immediately separate individuals with COVID-19 <a href="#">symptoms</a>.</p> <p>Care for sick individuals following <a href="#">CDC guidance for caring for yourself or others who are sick</a>.</p> <p>If necessary, transport sick individual(s) to a healthcare facility, depending on how severe their symptoms are.</p> <p>If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.</p> <p>Close off areas used by a sick person and do not use these areas until after <a href="#">cleaning and disinfecting</a> them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).</p> <p>Other: _____</p>	<p><b>Point Person(s):</b> _____</p> <p>In accordance with state and local laws and regulations, notify <a href="#">local health officials</a>, staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the <a href="#">Americans with Disabilities Act (ADA)</a>.</p> <p>Notify individuals of closures and restrictions put in place due to COVID-19 exposure.</p> <p>Advise those who have had <a href="#">close contact</a> with a person diagnosed with COVID-19 to stay home, <a href="#">self-monitor for symptoms</a>, and follow <a href="#">CDC guidance</a> if symptoms develop.</p> <p>Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure <a href="#">safe and correct</a> use and storage of cleaning and disinfection products, including storing them securely away from children.</p> <p>Other: _____</p>
<b>Notes and Next Steps</b>		



## Suggestions for Youth Programs and Camps: Special Considerations and Resources

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

### Considerations for Sleepaway Camp

**Point Person(s):** \_\_\_\_\_

Communicate to families if you are accepting campers from various geographic regions (e.g., communities, cities, towns, countries).

Position mats or beds so that campers and staff sleep head-to-toe at least 6 feet apart.

Review and adhere to [CDC's Guidance for Shared or Congregate Housing](#).

Install physical barriers, such as plastic flexible screens, between bathroom sinks and between beds.

Monitor and enforce [social distancing](#) and [healthy hygiene](#) at all times.

Place signs to remind campers to wash their hands and practice healthy hygiene in bathrooms.

Regularly [clean and disinfect](#) bathrooms using [EPA-registered disinfectants](#).

Encourage staff and campers to avoid placing toothbrushes or toiletries directly on counter surfaces.

Identify an isolation room or area to separate anyone who exhibits COVID-like [symptoms](#).

Ensure staff and campers with [symptoms](#) (fever, cough, or difficulty breathing) at camp are immediately separated and referred to their healthcare provider.

Ensure staff and campers who have had [close contact](#) with a person who has [symptoms](#) are separated, and follow [CDC guidance for community-related exposure](#).

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

Take steps to ensure any external community organizations that share the camp facilities follow these considerations.

Other: \_\_\_\_\_

### Other Resources

**Point Person(s):** \_\_\_\_\_

- [Latest COVID-19 Information](#)
- [Cleaning and Disinfection](#)
- [Guidance for Businesses and Employers](#)
- [Guidance for Schools and Childcare Centers](#)
- [Guidance for Park Administrators](#)
- [Shared and Congregate Housing](#)
- [COVID-19 Prevention](#)
- [Handwashing Information](#)
- [Masks](#)
- [Social Distancing](#)
- [COVID-19 Frequently Asked Questions](#)
- [People at Higher Risk](#)
- [People with Disabilities](#)
- [Coping with Stress](#)
- [HIPAA and COVID-19](#)
- [CDC communication resources](#)
- [Community Mitigation](#)

### Other Considerations

**Point Person(s):** \_\_\_\_\_

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