NEW JERSEY DEPARTMENT OF HEALTH CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE **PUBLIC HEALTH FOOD PROTECTION PROGRAM** P.O. BOX 369, TRENTON NJ 08625-0369 609-826-4935

REPORT OF INSPECTION

Youth Camp Safety Standards and COVID-19 Guidelines

youth.camps@doh.nj.gov

Assignment No. 18270 CAMP ID **CAMP NAME ACTIVITY TYPE** EVALUATION **DFD INSPECTION SATISFACTORY** 4024 Step with Purpose CAMP OWNER PHONE NUMBER E-MAIL Shannen Ramsay 856-302-5567 stepwithpurpose2@gmail.com STREET ADDRESS CITY ZIP COUNTY Camden 210 S. Blackhorse Pike Blackwood 08021 MAILING ADDRESS **CHANGES** PREVIOUS INFORMATION **CAMP DIRECTOR NAME** HEALTH DIRECTOR NAME FOOD SERVICE VENDOR **Novick Childcare Solutions** Shannan Ramsay Shannan Ramsay INSPECTOR NAME REHS LIC. REINSPECTION ON OR AFTER □ NOV B-158692 Denise Gerle Total Hours: 2.25TIME/ACTIVITY REPORT (1-TRAVEL, 2-INSPECTION, 3-ADMINISTRATION, 4-PERSONAL) DATE CODE **BEGIN END** CODE **BEGIN END** CODE **BEGIN END** 8-23-22 1 0900 0930 2 0930 1100 1 1100 1115

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O					
	ADMINISTRATIVE												
1.	2.1	Camp has a current certificate of approval (camp license) from the NJDOH.	\boxtimes										
Con	nments:												
2.	DFD	If accepting children under 2.5 years of age – the facility is licensed by the NJ Dept. of Children and Families Office of Licensing.					\boxtimes						
Comments:													
3.		np enrolled in the Division of Family Development (DFD)/Child ource & Referral Agency (CCR&R) Childcare Subsidy Program?											
Con	nments:												
4.	2.5	Camp has obtained liability insurance in an amount consistent with the expected risks.	□										
Con	nments:												
		GENERAL CARE OF CAMPERS											
5.	3.1(a)	Discipline policies and practices are stated in writing. Camp staff are prohibited from taking means of corporal punishment toward children.	\boxtimes										

#	N.J.A.C. 8:25		IN OUT Severity		Severity	cos	N/A	N/O	
Con	Comments:								
STAFF									
6.	3.2(c)	Staff pre-season orientation and training has been conducted and documented. At minimum, the following has been included in the orientation: personnel policies and practices, job descriptions, disciplinary policies, basic principles of emergency first aid, blood-borne pathogens, infection control, and hand washing, emergency procedures, daily health surveillance procedures, lost camper and lost swimmer policies.	☐ ⊠ Minor		Minor				
Con	nments: Tr	aining was administered but they were unaware of the need	for d	ocume	ntation.				
7.	DFD	Age appropriate CPR training and required health and safety child growth development coursework has been completed and documented for staff charged with the care of those in reciept of subsidy.					1	-	
Con	nments:								
8.	3.1(c)	Camp staff, with reason to believe a camper is being abused, have been advised to immediately report observations to Department of Children and Families hotline at (877)-652-2873.		⊠ □					
Comments:									
9.	3.2(d)2	Camp has developed and implemented staff training on issues related to child abuse and neglect, such as, but not limited to, understanding the staff members' responsibilities, reporting, recognition and observation of campers.							
Con	nments:			•					
		STAFF BACKGROUND CHECK							
10.	DFD	Federal Bureau of Investigation (FBI) criminal history, National Sex Offender Registry (NSOR), State Child Abuse and Neglect Registry, State criminal history, and State Sex Offender Registry completed for all adult staff member. (Only for DFD Camps)	YES 🖂			NO 🗌			
Con	nments:								
11.	DFD	Child Abuse Record Information (CARI) check has been conducted for staff supervising children funded by the Dept. of Human Services-Division of Family Development (DFD)		YE	ES 🖂	NO			
Con	nments:								
12.	3.2(j)	Criminal History Name Check has been conducted/completed for all adult (ages 18+) staff member.							
Con	nments:								
13.	3.2(k)2	Written and notarized statement, provided by continuously employed or returning adult staff, indicating that there has been no change in criminal history status since the criminal history name check was conducted is maintained by the camp operator.					\boxtimes		
Con	nments:								
14.	3.2(I)	Sex offender registry check conducted annually for all staff 16 and older.		\boxtimes	Major				
l Con	nments: Fa	mily watchdog was recommended.							

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O			
		CAMP ACTIVITIES									
15.	3.2(n)	High-risk activities are conducted by a qualified adult activity specialist (18 years of age and older).					\boxtimes				
Con	Comments:										
SUPERVISION OF CAMPERS											
16.	3.2(o)	Camp supervision ratios are observed for <u>ages 5-17</u> : 1 adult: 1 counselor: 20 campers? (Note: each additional group of 10 campers requires at least one additional staff)	\boxtimes								
Con	nments:										
17.	3.2(p)	Camp supervision ratios are observed for <u>ages 2 1/2 -4</u> : 1 adult: 1 counselor: 14 campers? (Note: each additional group of 7 campers requires at least one additional staff)	\boxtimes								
Con	nments:										
18.	Camp supervision ratios are observed for ages birth to 2: 1 adult: 1 counselor: 8 campers? (Note: each additional group of 4 campers requires at least one additional staff)						\boxtimes				
Con	nments:										
	SITE AND BUILDINGS										
19.	4.1(a)	Location does not present fire, health and safety hazards. All hazardous areas are guarded or fenced off and warning signs are posted.	\boxtimes								
Con	Comments:										
20.	4.2(a)	All structures and facilities are in compliance with local building, zoning and health codes and ordinances; further letters of approval or a certificate of occupancy (CO) issued by the local authority has been received.	\boxtimes								
Con	nments:										
21.	13.2	Buildings are in compliance with the requirements of the New Jersey Uniform Construction Code, N.J.A.C. 5:23 and the New Jersey Uniform Fire Code, N.J.A.C. 5:70, as applicable.	\boxtimes								
Con	nments:										
22.	14.1(c)	Shelter, which may be temporary (ex: canopy or tent) shall be provided in case of inclement weather at a single sport youth camp (SSYC)	\boxtimes								
Con	nments:										
23.	4.4	Power and or other hazardous equipment stored on-site are adequately protected and out of the reach of potential curious campers.	\boxtimes								
Con	nments:										
		HEALTH									
24.	5.2(b)	Health Director at a <u>day camp</u> is on duty at all times and certified in standard-level First Aid from a certification agency <u>approved by the Department.</u>	\boxtimes								
Con	nments:										

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O	
25.	5.2(a)	Health Director, at a resident camp, is on duty at all times and holds at least one of the following certifications: a. Physician licensed in New Jersey b. Registered nurse licensed in New Jersey c. Certified athletic trainer by the Board of Certification d. Individual certified in either one of these certifications 1. Advanced Level F/A 2. Paramedic 3. EMT 4. First Responder/CIM							
Con	nments:								
26.	5.2(c)	Health Director is certified in <u>professional-level</u> infant, child, and adult cardiopulmonary resuscitation (CPR) from a certification agency <u>approved by the Department</u> .		\boxtimes	Minor				
Con	nments: Ha	as Adult and Pediatric First Aid/CPR/AED by American Red	l Cro	SS					
27.	5.1(d)	A written procedure for routine daily surveillance of campers and staff has been established. (Note: this check can be conducted as a roll call activity; should be an activity that alerts the staff member of bruises, illness, etc. Any signs of child abuse should be reported)	\boxtimes					1	
Con	Comments:								
28.	5.1(d)2	Health Director has developed a system (forms, logs) for documenting all obvious and unusual observations made during the daily health surveillance and communicating suspected and/or confirmed illness of a camper to parents ASAP.	\boxtimes						
Con	nments:								
29.	5.3(b)	Health director has established written medical policies and procedures on the treatment of illness and injury and the administration of non-Rx drugs.	\boxtimes						
Con	nments:								
30.	5.5(b)	Written health histories for each staff/camper are maintained on file.	\boxtimes						
Con	nments:								
31.	5.5(g)	Campers' immunization records and/or religious exemptions are maintained on file.	\boxtimes						
Con	nments:					1	•	•	
32.	5.4(b)	Minimum first aid supplies set forth in Appendix E "Health Center Supplies" are maintained.			Minor				
Con	nments: Fii	rst Aid kit is onsite, not fully equipped with the entire list in	the Y	outh (Camp code	.	1	1	
33.	4.2(f)	Health center is established for the temporary isolation and treatment of sick or injured campers and/or staff members.	\boxtimes						
Con	nments:		,						
34.	5.1(b)	Written documentation for treatment and transport for campers/staff with serious injuries and/or illnesses have been organized with Emergency Medical Service (EMS) or ambulance squad.		\boxtimes	Minor				
Con	nments: Th	ney call 911 in case of emergency							

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O
35.	5.3(e)	Medications are labeled, stored appropriately and inaccessible to campers. Medication administration is documented to include the child's name, time and initials of the person administering the medication.						
Con	nments:		•		•	•	•	
		SAFETY						
36.	6.1(a)	Written emergency procedures that address, at a minimum, evacuation of camp, plan for lockdown, shelter in place, fires, natural disasters, serious accidents, illness or injury, and lost camper(s).	\boxtimes					
Con	nments:				l	ı		
37.	DFD	Written emergency procedures should also address communication and reunification with parents following an emergency.	\boxtimes					
Con	nments:							
38.	6.1(b)	Fire and emergency drills are conducted at least once a camp period or every two weeks, whichever is more frequent.	\boxtimes					
Con	nments:							
39.	6.1(c)	Emergency phone numbers be provided and posted at a minimum in the main office, the health center, and waterfront area, if applicable.	\boxtimes					
Con	nments:							
40.	6.3(a)	Fire extinguishers meet the requirements of the Fire Underwriters Association and are strategically placed so that they are easily accessible.						
Con	nments:							
41.	7.2(b)	Policy and procedure for safety evacuation drills (bus/fire) performed by campers and staff which indicate the frequency of such activity.	\boxtimes					
Con	nments:							
42.	6.4(a)	Documented certification of compliance with all local and State fire codes and rules.	\boxtimes					
Con	nments:		•					
43.	6.4	Smoke detectors are operable, checked and in good working order where applicable.						
Con	nments:							
		NUTRITION AND MEAL SERVICE	,					
44.	7.1(a)	Foods and food service conform to the Sanitation in Retail Food Establishments and Food and Beverage Vending Machines, N.J.A.C. 8:24.						
Con	nments:							
		POTABLE WATER	1		T	1		1
45.	7.2(a)	Potable water supply meets the New Jersey Safe Drinking Water Act, N.J.S.A. 58:12A-1 et seq. regarding construction, operation, and water quality (Note: Ex. of appropriate documentation could be a water bill or water testing documentation)						
Con	nments:							

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O
46.	7.2(b)	Camp that is open for less than a calendar quarter every year has provided evidence of a water bacteriological and nitrate analysis deemed satisfactory by the standards of New Jersey Safe Drinking Water Act, <i>N.J.S.A.</i> 58:12A-1 et seq. prior to opening for the season.	\boxtimes					
Con	nments:							
47.	7.3	Water sampling results are maintained on site and available for review.	\boxtimes					
Con	nments:							
		TRANSPORTATION						
48.	8.1	Transport vehicles conform to the requirements of Motor Vehicles and Traffic Regulation, N.J.S.A. 39:1-1 et seq., and the Motor Vehicle Commission rules promulgated thereunder at N.J.A.C. 13:21 and have been inspected and maintains a sticker of inspection by the MVC School Bus Safety Team.						
Con	nments: No	transportation						
49.	8.2(b)	Written policy has been established for transportation.						-
Con	nments: No	transportation						
50.	8.3	Youth camp, person(s), or agency which provides transportation for campers maintains vehicle liability insurance.					\boxtimes	
Con	nments:							
51.	8.4	The following records are maintained:					\boxtimes	
Con	nments:							
52.	8.4(b)	Drivers are appropriately licensed for the vehicle being driven to transport campers.					\boxtimes	
Con	nments:							
		SPORTS AND OTHER RECREATIONAL ACT	IVITI	ES				
53.	3.2(n)	Policy documenting that high risk activities are conducted by staff knowledgeable of measures used to ensure the safety of participants; if the activity is specialized documentation should be available of the most recent guidelines of the safe execution of such specialized activity; specialized high risk activities should be overseen by an activity specialist.						
Con	nments:							
54.	9.1(a)	Swimming pools and bathing beaches, used by camp, conform to the Public Recreational Bathing rules, N.J.A.C. 8:26.					\boxtimes	
Con	nments:		,					
55.	9.2(f)	Policy documenting <u>off-site</u> swimming activities require prior notification of arrival to the operator of the public recreational bathing facility. Policies and procedures for the monitoring of campers and swimmer ability assessment during <u>off-site</u> swimming is documented. (<i>Note: if no, please indicate which part of the question is not in compliance</i>)					\boxtimes	
Con	nments:							

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O			
56.	9.2(g)	Written policies and procedures are maintained for lifeguarding, monitoring and supervision, swimming ability assessment and waterfront activities for on-site swimming activities.					\boxtimes				
Comments:											
57.	9.4(b)	On-site waterfront activities are equip with inherently buoyant Type I,II,III or V personal flotation devices that are in good repair, varied sizes and in quantities sufficient for each staff and camper. (Note: Inquire about how many will be allowed to participate in a waterfront activity at a time. Use the count as a gauge of sufficient quantity)					\boxtimes				
Con	nments:										
58.	9.4(c)	A lifeboat or rescue craft is observed for use during on-site waterfront activities. Accompanying safety equipment (rescue ring with 25 ft. of rope)					\boxtimes				
Con	nments:										
59.	9.2(a)	Lifeguards are certified by an agency approved by the Department.					\boxtimes				
Con	nments:										
60.	9.3(d)	A system of supervising and monitoring bathers consistent with a buddy check to ensure bather safety has been documented and implemented.									
Con	nments:										
MAINTENANCE AND SANITATION											
61.	13.5(a)	Camp and recreational equipment evaluated and documented to be maintained in a clean, safe, and sanitary condition weekly.	\boxtimes					-			
Con	nments:										
62.	13.5(a)	Recreational equipment is maintained in safe operating condition.	\boxtimes								
Con	nments:										
63.	13.5(a)	Safety inspection of recreational equipment, including playground, is established and a way of documenting the weekly inspection has been developed.	\boxtimes								
Con	nments:										
		INSECT, RODENT, AND WEED CONTR	OL				T				
64.	13.3(a)	Mosquito breeding is controlled by keeping the grounds free of cans, jars, buckets, old tires, and other articles, which may hold water.									
Con	nments:										
65.	13.3(b)	Fly breeding is controlled by eliminating unsanitary practices. Every door, window, or other opening to the outside, which is used for ventilation, is outfitted with a screen of at least 16 mesh.	\boxtimes								
Con	nments:										
66.	13.3(c)	All enclosed buildings are maintained so as to eliminate rodent harborage, including buildings where food is stored or served.	\boxtimes								
Con	nments:										

#	N.J.A.C. 8:25				IN	OUT	Severity	cos	N/A	N/O		
67.	13.3(d)		growth is controlled along pathways te to reduce tick and chigger popul		\boxtimes							
Con	nments:											
ADDITIONAL PROVISIONS												
68.	11.1(a)		gs housing showers are adequately epair, clean and have adequate ligh						\boxtimes			
Con	Comments:											
69.	12.1(a)	collecti observerin suffice	ors have made adequate arrangem on and disposal of solid waste. Re ed onsite, centrally located for antion cient supply and frequency to addre r of campers and staff over the per	ceptacles are cipated activities and ess anticipated								
Con	Comments:											
70.	13.4		quarters, mess halls and/or kitchen 100 feet of housing for farm animals						\boxtimes			
Comments:												
71.	13.4 (a-e)	where animals	activities being conducted on site a campers may come into routine col s have documented the policies and ze the potential of illness and injury	ntact with farm d procedures to					\boxtimes			
Con	nments:		, , ,									
ASSESSMENT QUESTIONS												
72. Has staff with supervisory authority responsibilities for children completed the Division of Family Development's pre-service health and safety trainings as required?					YES 🖂		№ □					
Con	nments:											
73.	director sh	hall subn	or aware that on or before Septemb nit an 'Accident Annual Report You o the Department at: <u>youth.camps@</u>	th Camp Safety (<u>CB-1</u>			YES 🗵]	NO [
Con	nments:		•									
74.		measure	plemented COVID-19 mitigation mess were implemented? (Ex: maskining)		COV	/ID-19	YES ⊠ NO □					
Con	nments: ha	ndwash	ing, masking, testing									
75.			e advantage of the free COVID-19 d children attending camp?	home tests that were	offere	ed	YES 🖂	NO [N/A	\		
Con	Comments:											
76.	Did your o		erator/staff attend or watch the cam 27, 2022?	np operators training w	hich v	was	YES 🖂	NO [N/A	\		
Con	nments:	-										
_												
Ren	narks											
	Name of Inspecting Official Denise Gerle Name of the Person Receiving C Shannan Ramsay, Director				ppy of Repo	ort						