1. Covid19
   Camp has an active license issued by the NJ Dept. of Health
   Comments:

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.
   Comments:

3. Is the camp enrolled in the Division of Family Development (DFD)/Child Care Resource & Referral Agency (CCR&R) Childcare Subsidy Program?
   YES ☑ NO ☐
   Comments:

4. 2.5
   Camp has obtained liability insurance in an amount consistent with the expected risks.
   Comments:

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.
   Comments:
# N.J.A.C. 8:25

## STAFF

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### 6. 3.2(c)
Staff orientation training has been conducted and documented where written policies and procedures on the following were discussed and provided: personnel policies and practices, job descriptions, specific duties, 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

Comments: Staff training did not include lost camper.

### 7. 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.

- Minor

Comments: The camp training documentation did not include reporting to DCF.

### 8. 3.2(d)
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.

- Major

Comments:

### 9. Covid19
COVID awareness training for staff included:
- Infection control strategies – hand hygiene, social distancing, limiting non-essential visitors, limiting large group gatherings and field trips
- Suspected or confirmed COVID-19 case isolation, notification, response
- Facility management – routine cleaning and disinfection, ventilation
- Attendance – groups of campers, transportation

- Major

Comments: The camp did not include COVID awareness training for staff including infection control strategies, COVID-19 response, cleaning, and attendance.

### 10. Covid19
COVID-19 safety measures have been communicated to staff, parents and campers, including:
- COVID-19 signs and symptoms
- Staying home when ill
- Proper hand hygiene and respiratory etiquette
- **Unvaccinated staff required to wear face coverings indoors**
- Reporting illnesses to the camp Health Director or other healthcare personnel immediately.

- Major

Comments: The camp did not have COVID safety measures to communicate to parents, staff, and campers.

### 11. Covid19
Method of documenting staff/camper vaccination status has been developed and implemented on site.

- Minor

Comments: Only staff were documented.

## STAFF BACKGROUND CHECK

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### 12. 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

Comments:

### 13. 3.2(j)
Criminal background check completed for all adult staff member. (18 years of age and older)

- Minor

Comments:
### Comments:

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<th>3.2(k)2</th>
<th>Notarized statements of no change in criminal history status are provided by continuously employed adult staff.</th>
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<tbody>
<tr>
<td>3.2(l)</td>
<td>National sex offender registry check completed for all staff members annually.</td>
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<td>3.2(n)</td>
<td>High-risk activities are conducted by a qualified adult activity specialist (18 years of age and older).</td>
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<tr>
<td>Covid19</td>
<td>COVID-19 mitigation strategy has been established, implemented, and documented for all activities on or off site offered by the camp.</td>
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<tr>
<td>4.1(a)</td>
<td>Location does not present fire, health and safety hazards. All hazardous areas are guarded or fenced off and warning signs are posted.</td>
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<td>4.2(a)</td>
<td>Camp structures and facilities are in compliance with local building, zoning, and health codes. Certificate of Occupancy (CO) is obtained from local authority and available for review.</td>
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<tr>
<td>Covid19</td>
<td>A canopy, tenting or cover is provided at outdoor camps.</td>
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<tr>
<td>Covid19</td>
<td>Indoor facilities have adequate ventilation and air flow (ex: fans, open doors, a/c etc.).</td>
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<tr>
<td>Covid19</td>
<td>All water systems and features (e.g., drinking fountains, decorative fountains) have been evaluated for safety to minimize the risk of Legionnaires’ disease and other hazards?</td>
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27. Covid19 | Handwashing stations and hand sanitizers that contain at least 60% alcohol are provided in areas around the camp.

28. Covid19 | Pick-up and drop-off areas have been designated in a manner that:
- Provides for efficient health screening upon arrival
- Allows for social distancing
Note: Consider staggering drop-off and pick-up times to avoid large groups from congregating in one location.

Comments: As per director, drop-off and pick-up is staggered.

29. Covid19 | COVID-19 precautions signs are posted as necessary, including 6 feet social distancing, frequent handwashing, use of face coverings as feasible.

Comments:

30. Covid19 | Sufficient supply of gloves, face coverings, face masks and other PPE is provided for staff.

Comments:

31. Covid19 | Camp whose entire staff/camper population is fully vaccinated has policies and procedures in line with Section G of the YC COVID Standards.

Comments:

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<td>31.</td>
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HEALTH

32. 5.2(c) | Health Director is certified in professional-level infant, child, and adult cardiopulmonary resuscitation (CPR) from a certification agency approved by the Department.

Comments: The camp did not have a health director present at the time of inspection as the health director left the position during the camp season. A new health director had not been appointed and the camp director stated he was the acting health director in the interim, which is not allowed in a camp with more than 50 campers. The camp director appointed a new full time staff with adequate credentials as the new health director.

33. 5.2(b) | Health Director is certified in standard-level First Aid from a certification agency approved by the Department.

Comments: The camp did not have a health director present at the time of inspection as the health director left the position during the camp season. A new health director had not been appointed and the camp director stated he was the acting health director in the interim, which is not allowed in a camp with more than 50 campers. The camp director appointed a new full time staff with adequate credentials as the new health director.

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.

Comments: The camp did not have written documentation with EMS but the director stated that a verbal agreement via telephone was conducted with Union Hospital.

35. 5.1(d) | A written outline of daily procedures for health surveillance of campers and staff has been established.

Comments: The camp did not have written outline of daily procedures for health surveillance.

36. 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.

Comments:

37. 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 and Rx drugs.

Comments:
38. 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.

Comments:

39. 5.5(b) Written health histories for each staff/camper are maintained on file.

Comments: The camp did not have written health histories for staff maintained on file.

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<td>40.</td>
<td>5.5(g) Immunization records and/or religious exemptions are maintained on file and on site for each camper.</td>
<td>☐</td>
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<td>Major</td>
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Comments: The camp did not have immunization records and/or religious exemptions maintained on file for all campers.

41. 5.4(b) First aid supplies are maintained and appropriate for activities.

Comments: Minimum first aid supplies were not maintained. The camp was observed to have inadequate quantities of roller bandages, triangle bandages, face shields, protective gowns, and pocket resuscitation masks.

42. 4.2(f) Health center is established for the temporary isolation and treatment of sick or injured campers and/or staff members.

Comments:

43. Covid19 Health director must have knowledge of:

- Designated as the camp’s COVID-19 point of contact
- Knowledgeable of COVID-19 signs and symptoms and have the current guidance documents from the Department
- Have familiarity with the training:
  - New Jersey Department of Health Communicable Disease Service (CDS)
  - COVID-19 Youth Camp Guidance
  - Contact Tracing Awareness Training
  - Infection Control Resources Document
  - Centers for Disease Control (CDC) Suggestions for Youth and Summer Camps
- Monitor the COVID-19 Activity Report at least weekly

Comments:

44. Covid19 Daily health surveillance program has been developed and policies and procedures on the activity have been implemented on site. (*Note: 2021 standards encourages monitoring of signs and symptoms to be conducted by parents/guardians prior to arrival at camp; the camp can conduct the activity how they choose but needs to document the procedure*)

Comments: The camp did not have a daily health surveillance program but was implementing monitoring.

45. Covid19 A communication system for staff and camper families to self-report symptoms, exposures and closures has been developed and implemented. In the resident camp setting, a communication system for camper self-reporting of symptoms and notification of exposures and closures should be implemented. Is the camp able to clearly demonstrate compliance?

Comments:

46. Covid19 Infection control procedures have been established for areas around the camp, including camp entrances, dining areas, restrooms, and other areas prone to congregation.

Comments:
47. Covid19  Written procedure has been established and implemented detailing the use of face coverings by the camp community. ☑ ☑ Minor ☐ --- ---

Comments: The camp did not have written procedures detailing the use of face coverings.

48. Covid19  Separate isolation space/area is provided for COVID-19 symptomatic staff and campers. ☒ ☐ --- --- ☐ --- ---

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<td>49.</td>
<td>6.1(a)</td>
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Written emergency procedures that address, at a minimum, evacuation of camp, fires, natural disasters, serious accidents, illness or injury, and lost camper(s).

Comments:

50. 6.1(b)  Fire and emergency drills are conducted at least once a camp period or every two weeks, whichever is more frequent. ☑ ☒ Minor ☐ --- ---

Comments: The camp was not conducting fire and emergency drills every two weeks.

51. 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. ☑ ☒ Minor ☐ --- ---

Comments: The camp did not have emergency phone numbers posted.

52. 6.3(a)  Fire extinguishers meet the requirements of the Fire Underwriters Association and are strategically placed so that they are easily accessible. ☑ ☑ --- --- ☐ --- ---

Comments:

53. Covid19  Camps have documented plan for inclement weather conditions. Plan should detail the method used to contain campers while following social distancing protocols for separate cohorts within the same/shared space. ☐ ☑ Minor ☐ ☐ ---

Comments: The camp did not have documented plans for inclement weather conditions to include social distancing.

54. Covid19  Illness and injury policy addresses COVID-19 response strategy. Plan is implemented for isolation of suspected case(s), and notification of parents/guardians, staff, local health officials and NJDOH Youth Camp Project. Notification is done in a manner that maintains confidentiality. ☑ ☑ Minor ☐ ☐ ---

Comments: The camp did not have illness and injury policies to address COVID response.

55. Covid19  Policy on returning a staff or camper to camp after COVID-19 diagnosis or exposure established according to NJDOH CDS and CDC guidance. ☑ ☒ Major ☐ --- ---

Comments: The camp did not have a policy on returning staff or camper after a COVID diagnosis or exposure.

NUTRITION AND MEAL SERVICE

56. 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. ☑ ☑ --- --- ☑ ☐
### Covid19 Written procedure established for food service practices.
- No buffet style dining is offered.
- Directions are given for proper hand washing before and after meals.
- Surfaces are cleaned and sanitized between each meal service.
- Mealtimes are staggered to ensure social distancing among group members.

### TRANSPORTATION

#### 58. 8.3
Youth camp, person(s), or agency which provides transportation for campers maintains vehicle liability insurance and current vehicle inspection.

#### 59. 8.4(b)
Drivers are appropriately licensed for the vehicle being driven to transport campers.

#### 60. Covid19
Written transportation policy covers measures to prevent the spread of COVID-19 including:
- Communal transport provided by camp allows for maximizing space between riders who are not in the same cohort or family
- Face coverings are **required to be worn by staff** and encouraged to be worn by campers
- Windows are kept open to encourage ventilation
- Vehicle cleaned between use

Comments: The camp did not have a written transportation policy to include COVID protocols.

#### 61. Covid19
Written procedures document vehicle cleaning frequencies and EPA approved disinfectants are used in accordance with the manufacturer’s instructions.

### SWIMMING ACTIVITIES

#### 62. 9.1(a)
Swimming pools and bathing beaches, used by camp, conform to the Public Recreational Bathing rules, N.J.A.C. 8:26.

#### 63. 9.2(a)
Lifeguards are certified by an agency approved by the Department.

#### 64. 9.3(d)
A system of supervising and monitoring bathers consistent with a buddy check to ensure bather safety has been documented and implemented.

### MAINTENANCE AND SANITATION

#### 65. 13.5(a)
Camp and recreational equipment evaluated and documented to be maintained in a clean, safe, and sanitary condition weekly.

Comments:
66. Covid19 | Written procedure has been established and implemented for routine cleaning and disinfection and documentation of the activity for high traffic areas like dining areas and those prone to high congregation using EPA approved disinfectants and following manufacturer’s instructions. | □ | ☒ | Minor | □ | --- | --- |

Comments: The camp did not have written procedures for routine cleaning and disinfection of high traffic areas. Staff did implement cleaning.

67. Covid19 | Written procedures have established to ensure that adequate supply of cleaning and disinfection materials is maintained. | □ | ☒ | Minor | □ | --- | --- |

Comments: The camp did not have written procedures for ensuring adequate supply of cleaning materials.

68. Covid19 | Written procedures for deep cleaning, in line with CDS Reopening a Youth Camp, have been established for deep cleaning due to the identification of positive case(s). | □ | ☒ | Major | □ | --- | --- |

Comments: The camp did not have written procedures for deep cleaning.

69. Covid19 | If multiple camp entities operate programs out of a shared facility, arrangements are made to stagger activities to minimize intermingling between groups. | □ | □ | ------- | □ | ☒ | ☒ |

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<tr>
<td>70.</td>
<td>13.3(a)</td>
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INSECT, RODENT, AND WEED CONTROL

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<tr>
<td>71.</td>
<td>Before arrival: All unvaccinated staff/campers will be required to have a documented negative test within 72 hours of arriving on-site. Camps must have a procedure for documenting any exceptions. After arrival: All staff/campers will be required to receive a documented test within 3-6 days of arrival at any youth camp.</td>
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<tr>
<td>72.</td>
<td>Document policies and procedures that minimize the risk of transmission for staff concerning their permissible off-duty activities. The rules should detail expectations, training, testing, quarantine and isolation policies and procedures. 1. At minimum, screen staff upon return</td>
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<tr>
<td>73.</td>
<td>Documentation is available to verify for camps that have established a bubble environment whereby all staff and campers remain on-site at all times, and routine on-site testing, quarantine and monitoring is conducted to establish &quot;stable cohorts&quot;, may help facilitate safer larger group activities after the 15th day.</td>
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<td>74.</td>
<td>Health directors and other on-site health personnel have identified an isolation room or area to separate anyone who exhibits COVID-19 like symptoms.</td>
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<td>75.</td>
<td>Documented policies and procedures for the isolation and quarantine of impacted staff/campers.</td>
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<td>Comments:</td>
<td>76. Covid19</td>
<td>Mats or beds so that campers and staff sleep head-to-toe and at least 6 ft. apart.</td>
<td>□</td>
<td>□</td>
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<td>Comments:</td>
<td>77. Covid19</td>
<td>Document the frequency of cleaning and disinfecting of bathrooms (e.g., in the morning and evening, after times of heavy use) and use EPA-registered disinfectants</td>
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<td>Comments:</td>
<td>78. Covid19</td>
<td>Adequate ventilation is provided within sleeping quarters. <em>(Note: fans, HVAC, windows, air purifiers may all be used to maximize ventilation within sleeping quarters)</em></td>
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<td>Comments:</td>
<td>79. Covid19</td>
<td>Procedures have been established and developed for if a person becomes sick and needs to be transported including notification to EMS or receiving health care facility that the person may have COVID-19.</td>
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**ASSESSMENT QUESTIONS**

| 80. Has staff with supervisory authority responsibilities for children completed the Division of Family Development’s pre-service health and safety trainings as required? | YES □ | NO □ |

Comments: DFD’s pre-service health and safety trainings were not conducted as required.

| 81. Is the camp director aware that on or before September 15, of each year, the camp director shall submit an ‘Accident Annual Report Youth Camp Safety’ *(CB-15)* form via Mail or email to the Department at: **youthcamps@doh.nj.gov** | YES □ | NO □ |

Comments:

Remarks

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<tr>
<th>Name of Inspecting Official</th>
<th>Melissa Petrillo</th>
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<tr>
<td>Name of the Person Receiving Copy of Report</td>
<td>Ron Brangman</td>
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