

Presentations By:

Department of Health-Public Health & Food Protection Program-Youth Camp Safety Project

Speaker: Danielle Clemons, MPH, HO Youth Camps/PRB Project Coordinator

Department of Human Services- Division of Family Development- Office of Child Care

Speakers: Bernitra Robinson, Manager

Fiona Aversano, Esq., MSW, Ed.M., Regulatory Officer

Cynthia Edmond, Child Care Supervisor

Department of Human Services- Office of Integrity & Accountability (OPIA) and Employment Controls & Compliance Unit (ECCU)

Speakers: Deborah Robinson, Director

Connie Jeremias, ECCU Supervisor

Department of Children and Families- Office of Licensing (OOL)

Speaker: Anna Smith, Assistant Director





Youth Summer Camps and COVID Compliance: *The Camp Community's Guidance to the Youth Camp Standards*



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Who Needs to License/Register

Definition of Youth Camp

1. Operates for **3 or more** hours during the day for a period of **two (2) or more** days within the same week
2. Five (5) or more children under the age of 18 yrs.
3. **HIGH RISK ACTIVITY**

NOT A Youth Summer Camp

- Day program which offers **lacking recreational component**
- **Virtual camps** that lack an on-site component

Who Needs to License/Register

- **Private and Public**
- **American Camp Association (ACA) accredited**
- **Licensed Childcare Facilities**
 - Childcare facilities that maintain on-site pools
 - Schools who run after school programs during the school year would need to obtain a youth camp license for summer care
 - Licensed childcare centers who have a defined population as determined by the capacities outlined in the OOL rules, must maintain said capacities.
 - If you apply for a youth camp license you will need to have a designated location, outside of the building where your childcare population is housed, that adequately accommodates your youth camp population in accordance with NJAC 8:25 Youth Camp Safety Standards

Submit Youth Camp application at least two 2 weeks prior to hosting campers



Application Form Complete in full

✓ Camp Operator/Business Information

- Name, address, **email**, business phone
- Camp ID** (initial camps enter 0000)
- Camp Type Designation
- Assessment Questionnaire

Camp Site Details

- Anticipated operating dates
- Numbers of staff and campers
- Attestation Checkbox**
- Save as CAMPID_CampName**



ACROBAT READER
REQUIRED
FOR THIS FORM

New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health Sanitation and Safety Program
PO Box 369, Trenton, NJ 08625-0369

APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A YOUTH CAMP (AUTHORITY: N.J.S.A. 26:12-6)

Instructions: This form works best when using ADOBE READER (desktop application only). Only electronic submissions will be accepted. Submit one form per Camp Owner or Corporation. After you have completed all sections of the form, you will email your completed form to youthcamps@doh.nj.gov.

CAMP STATUS						
Application Type:		<input type="checkbox"/> Initial / Renewal (will operate this season) <input type="checkbox"/> Inactive (will not operate this season) <input type="checkbox"/> Out of Business (no longer in operation)		Camp ID# (Required):		
Camp Type		<input type="checkbox"/> Municipal <input type="checkbox"/> Private				
CAMP IDENTIFICATION						
Owner or Corporation Information	Name:	Address:	City / State / Zip			
	Phone Number:	Email Address:	<input type="checkbox"/> I would like to receive updates via email			
Assessment Questions					Yes	No
1. Will your organization participate in the Child Care Resource & Referral (CCR&R) childcare subsidy program? i. Approximately, how many children under your care will receive child care subsidy?					<input type="checkbox"/>	<input type="checkbox"/>
2. Is your organization licensed by the Office of Childcare Licensing (OOL) through the Department of Children and Families (DCF) as a childcare center?					<input type="checkbox"/>	<input type="checkbox"/>
3. Will your camp participate in the Department of Agriculture (DOA) Summer lunch program?					<input type="checkbox"/>	<input type="checkbox"/>
4. Did your camp apply and pay a license fee during the 2020 pandemic? i. Did you operate/host children? ii. If no, have you received a refund for payment made to the Project for 2020 because you did not operate/host children due to hardship? iii. If no, please list CampID number.					<input type="checkbox"/>	<input type="checkbox"/>
5. Is your camp American Camp Association (ACA) Accredited? i. If yes, please list your accreditation number.					<input type="checkbox"/>	<input type="checkbox"/>
6. Will your camp participate in the NJ Department of Agriculture Summer Lunch Program?					<input type="checkbox"/>	<input type="checkbox"/>
CAMP SITE DETAILS						
Name of Camp:		Phone Number:	County of Camp Location:			
Site location address:		City / State / Zip				
Camp Director's Name: <small>First / Middle / Last</small>		Camp Director's Email:				



Email: Youthcamps@doh.nj.gov

Road Map to Licensure

Application Received

Youth Camp Safety Project via mail/email
youthcamps@doh.nj.gov

Review

Package reviewed for completeness and payment

Processing

Info entered into database viewable [Search Active Camps](#)

Camp Operator MUST:

Contact their local health official to schedule a pre-operational inspection

Operational Inspection Assigned

Generated for state inspector cadre

License/Registration Issued

License is generated and mailed/emailed to registrant along with additional documents

COVID-19 Youth Camp Standards Staff Background Check Requirement

❖ Criminal History Background Check Requirement

❖ All staff/volunteers 18 and older

❖ Background History Name Check (Non DFD Subsidy Recipients)

❖ Subsidy Camps Full Fingerprint Background Check in congruence with the CCBDG

❖ Returning Staff

❖ Sex Offender Registry Checks

❖ All staff/volunteers 16 and older

❖ Annual Requirement

Inspectional Activities- Types

Pre Operational

- ✓ Conducted by the local health authority (LHA)
- ✓ Announced
- ✓ Scope of the Inspection
 - Policy and procedure review
 - Facility and Grounds
 - Credentials and Documentation review

Operational

- ✓ Conducted by the State Dept. of Health- Youth Camp Project
- ✓ Unannounced
- ✓ Scope of the Inspection
 - On-site Observations to ensure documented policy/procedures are implemented
 - On-site Observations to ensure compliance with COVID Standards & NJAC 8:25(where applicable)
 - Full & Audit



A

B





A



B

Inspectional Activities- Types

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- ✓ Conducted by the State Dept. of Health- Youth Camp Project
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 - On-site Observations to ensure compliance with COVID Standards & NJAC 8:25(where applicable)
 - Full & Audit

COVID-19 Youth Camp Standards- COVID Operational Plan

Develop Written Policies and Procedures that follow the Standards

- Camp Preparedness Assessment
- Staff and Camper Training
- Screening and Admittance
- Face Coverings, Infection Control and Social Distancing
- Plan for when Someone Gets Sick
- Cleaning, Disinfection
- Facilities and Ventilation
- Attendance and Cohorting
- Transportation
- Food Service
- Sports and Recreational Activities
- Requirements for Sleepaway Camps
- High Risk and Special Needs Populations

Camp Preparedness Assessment

CHILD CARE PROGRAMS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist directors and administrators in making (re)opening decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY NO



ALL YES

Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible. For family child care, monitor distance between children not playing together and maintain distance between children during nap time
- ✓ Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY NO

MEET SAFEGUARDS FIRST

ALL YES

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- ✓ Monitor child and employee absences and have a pool of trained substitutes and flexible leave policies and practices. For family child care, if feasible, have a plan for a substitute caregiver if provider or a family member in the home gets sick
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO

MEET SAFEGUARDS FIRST

ALL YES

OPEN AND MONITOR

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Childcare-Decision-Tree.pdf>

COVID-19 Youth Camp Standards

Staff/Camper Training

- ❖ **All staff trained on basics**
- ❖ **Educate staff and campers on face covering**
- ❖ **Encourage outdoor activities**
- ❖ **Camps must provide face coverings for staff and campers**

COVID-19 Youth Camp Standards Staff/Camper Training

Health Director

- ❖ **Must be designated as the COVID Contact**
- ❖ **Knowledgeable about COVID-19 signs and symptoms**
- ❖ **Must access these training resources:**
 - ❖ 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**

COVID-19 Youth Camp Standards

Promote Healthy Behaviors

- ✓ Educate staff and campers on face covering
- ✓ Adequate supplies to support healthy hygiene
- ✓ Post signs on stopping the spread, handwashing and staying home when ill
- ✓ Encourage outdoor activities
- ✓ Educate your camp community on vaccination and testing

COVID-19 Youth Camp Standards

Screening and Admittance

- ✓ Educate staff , campers and their families about staying home when ill
- ✓ Develop a communication system for self reporting of symptoms and closures
- ✓ Develop and implement policy for respectfully screening
- ✓ Require those who are ill or had a close contact to stay home
- ✓ Monitor absenteeism

COVID-19 Youth Camp Standards

Face Coverings and Social Distancing

Staff

- ❖ Indoors – **Required** at all times except when not practicable
- ❖ Outdoors – **Required** when within 6' of staff/campers/visitors
- ❖ Exceptions when medical necessity, not practical, extreme heat

Campers

- ❖ Indoor - **Should** at all times particularly when SD between groups is difficult
- ❖ Outdoors – When social distancing of 6 ft. between assigned groups cannot be maintained, campers **Should** mask
- ❖ Campers **within their cohorts** do not need to mask
- ❖ Should not be put on any child under the age of 2

COVID-19 Youth Camp Standards Infection Control and Monitoring

Implement Strategies to limit COVID-19 Exposure and spread

- ❖ Stagger drop off times and locations
- ❖ Communicate and educate staff/parents/campers on staying home when ill, proper hand hygiene, wearing, removing and discarding face coverings and reporting illness to the Health Director **immediately**
- ❖ Hand washing/Hand Sanitizer stations (>60% alcohol) should be provided in numerous areas around the camp
- ❖ Document cleaning and disinfecting procedures and frequencies

COVID-19 Youth Camp Standards Infection Control and Monitoring

Implement Strategies to limit COVID-19 Exposure and spread

- ❖ Discourage the sharing of easily soiled and difficult to clean items
- ❖ **Consider** limiting non-essential visitors and activities
 - ❖ Visitors are **REQUIRED** to wear a face covering

COVID-19 Youth Camp Standards Plan for When Someone Becomes Sick

- ❖ Designate a COVID isolation area separate from your routine care area.
- ❖ Document procedures for the safe transport of implicated staff/camper.
- ❖ Document procedures for contact tracing, which include maintaining records of groups/cohorts, assigned staff and daily attendance logs.
- ❖ Camp administration should assist the local health department with identifying close contacts of positive COVID-19 cases

COVID-19 Youth Camp Standards Plan for When Someone Becomes Sick

- ❖ Document policies that detail camper/staff readmittance which follow NJCDS COVID-19 Youth Camp Guidance Document procedures
- ❖ Document policies and procedures for closure due to outbreak as determined by the LHD.
 - ❖ Communicate in the event of closure
 - ❖ Campers are DISCOURAGED from attending a different facility
 - ❖ Close off areas used by a sick person, wait for as long as possible (3-6 hours and at most 24 hours) before cleaning the area.
 - ❖ Follow CDS guidance on [reopening after a closure](#).

COVID-19 Youth Camp Standards

Ventilation, Cleaning and Disinfecting

❖ Outdoor camp activities are strongly encouraged

❖ Canopy/tenting/cover accessibility is required for camps that maintain a primarily outdoor camp environment.

❖ Camps must have procedures in place in the event of inclement weather.

❖ Ventilation

❖ Inspect the HVAC to ensure its working properly

❖ Set HVAC systems to bring in as much outdoor air as the system will safely allow.

❖ Open windows where A/C is not provided

❖ Consider portable air filters (HEPA)

COVID-19 Youth Camp Standards

Ventilation, Cleaning and Disinfecting

❖ Water Systems

- ❖ Dormant water facilities should be flushed and services to ensure safe use after prolonged shut down

❖ Legionnaires' disease

❖ Clean and Disinfect Surfaces

- ❖ Refer to the CDC [cleaning guidance](#) for general information.
- ❖ We recommend cleaning frequently touched surfaces within the camp and on buses at least daily (e.g., playground equipment, door handles, railings) and shared objects between uses (e.g., toys, games, art supplies).

COVID-19 Youth Camp Standards Cohorting (Camper Groupings)

❖ **Camper: Staff Cohorts**

- ❖ Staff to camper ratios of 1 adult:1 counselor: 20 campers (ages 5-17 yrs.).
- ❖ Staff to camper ratios of 1 adult: 1 counselor: 14 campers (ages 2.5 through 4 yrs.)

❖ **Restrict mixing between cohorts.**

- ❖ Ensure, to the maximum extent possible, that cohorts include the same children and staff each day.
- ❖ Camp operators should minimize staff/camper movement between groups.
- ❖ If mixing of staff/campers cannot be avoided, masking of all floating staff and campers should be implemented.

COVID-19 Youth Camp Standards Cohorting (Camper Groupings)

- ❖ **Social Distancing of 6 feet between cohorts should be maintained**

COVID-19 Youth Camp Standards

Transportation

- ❖ Social distancing must be maintained by maximizing space between riders and maintaining space between the driver and the passengers
- ❖ Face coverings must be worn by all onboard transport vehicles
 - except for those with medical necessities which prohibit the use and children aged 2 and under.
- ❖ Open windows, if safe to do so and except during inclement weather, to encourage air flow.
- ❖ Vehicles must be cleaned and disinfected between uses and the activity documented.

COVID-19 Youth Camp Standards

Food Service

- ❖ **Encourage proper hand washing before and after meals.**
- ❖ **Stagger mealtimes and ensure cohorts remain intact**
- ❖ **Eliminate self-service food such as buffets and salad bars.**
 - ❖ Self-service food is permitted where all food is packaged (e.g. is in individual wrapping or plastic containers).
- ❖ **Facilities may operate buffet stations if food is kept behind plexiglass or a similar barrier and an attendant serves the campers and staff.**
 - ❖ **Limit self-service drink stations to those that can be routinely and effectively cleaned and disinfected.**

COVID-19 Youth Camp Standards Sports and Recreational Activities

- ❖ **Respiratory droplet activities (singing, instrument playing, sports) should be played and conducted outdoors whenever possible**
- ❖ Sports shall be conducted in congruence with the [Organized Sports Guidance and all applicable Executive Orders](#)

❖ [COVID Information HUB](#)

The screenshot shows the COVID-19 Information Hub search results for the query "sports". The page header includes the New Jersey state seal and the text "OFFICIAL SITE OF THE STATE OF NEW JERSEY". Below this is the "NEW JERSEY COVID-19 Information Hub" logo. A search bar at the top contains the word "sports". Below the search bar are navigation tabs: "ALL", "NJ INFORMATION", "STATUS", "CORONAVIRUS INFORMATION", and "RESOURCES". The "NJ INFORMATION" tab is selected, showing a list of results. The first result is "Can organized sports resume? What are the safety requirements for sports facilities?". Below this, the "STATUS" tab is also visible, showing a result for "Gyms and Fitness Centers". A "VIEW SAFETY" button is located at the bottom right of the page.

COVID-19 Youth Camp Standards Sports and Recreation Activities

❖ Pool activities

- ❖ Youth camps must only visit regulated Public Recreational Bathing facilities
- ❖ Pool operation is regulated under the Public Recreational Bathing Project N.J.A.C. 8:26 Public Recreational Bathing rule
- ❖ Sprinkler and spray park play areas which do not use recirculated are not regulated via the PRB
- ❖ Educate campers and staff on sports etiquette regarding social distancing and hygiene (e.g., no spitting, handshakes, etc.).
- ❖ Clean and disinfect shared equipment between use. Avoid use of items that are not easily cleaned or disinfected.

COVID-19 Youth Camp Standards Sports and Recreation Activities

❖ **Off-site activities and field trips are discouraged BUT NOT**

Prohibited

❖ **When participating in off-site activities and field trips, proper**

mask use is required consistent with what we just covered,

unless:

❖ impractical for an individual to wear a face mask, such as when the individual is eating, drinking or swimming, or

❖ when not around the general public (Ex. Hiking in wooded area away from the public).

COVID-19 Youth Camp Standards Sports and Recreation Activities

❖ **Offsite activities should minimize prolonged contact with others outside the camp.**

❖ Consider day trips with small groups to nearby recreational areas where interaction with the external community may be limited.

❖ Day/resident camps who elect to participate in field trips and off-site activities must keep in mind that venue capacities remain impacted by Executive Orders limiting their on-site capacity and gatherings.

COVID-19 Youth Camp Standards

High Risk Special Needs Populations

- ❖ Parents of campers are encouraged to work with their primary care provider and the camp director to determine if camp is a reasonably safe option for them.
- ❖ Camps should consider adjusting cohort ratios as necessary to promote child safety and to ensure that social distancing can be maintained.
- ❖ For children who rely on lip reading, people in close contact can use face coverings with transparent windows. Face shields alone are not a substitute for a face covering.

COVID-19 Youth Camp Standards

Resident/Sleepaway Camps

❖ Testing

❖ Before Arrival: All staff/campers will be required to have a documented negative test within 72 hours of arriving on-site.

❖ After Arrival: All staff/campers are required to receive a documented test within 3-6 days of arrival at any youth camp.

❖ Vaccinated staff information is forthcoming

❖ **Resident camps must document policies and procedures for testing**

❖ **Lab analyzed tests results are required**



COVID-19 Youth Camp Standards Resident/Sleepaway Camps

- ❖ Communicate to staff, campers and parents the continued accessibility of free COVID-19 testing in areas across the country.
- ❖ Operators should **strongly encourage** staff/campers to quarantine prior to arrival at camp.

COVID-19 Youth Camp Standards Resident/Sleepaway Camps

- ❖ **Camps must document policies and procedures concerning their staff's permissible off-duty activities.**
- ❖ The rules should detail expectations, training, testing, quarantine and isolation policies and procedures.
 - ❖ At minimum, screen staff upon return
 - ❖ Consider retesting staff upon return to the camp.

COVID-19 Youth Camp Standards Resident/Sleepaway Camps

- ❖ **For all resident camps, health directors and other on-site health personnel must identify an isolation room or area to separate anyone who exhibits COVID-19 like symptoms.**

COVID-19 Youth Camp Standards

Resident/Sleepaway Camps

- ❖ **Must document policies and procedures for the isolation and quarantine of impacted staff/campers.**
 - ❖ These policies and procedures must be provided to staff and to parents and guardians of all campers prior to attending camp.
 - ❖ Parents/guardians may choose to allow campers to stay at the camp or to take their child home.
 - ❖ Parents/guardians who choose to pick up a sick child should be provided with educational material regarding isolation, quarantine and the care of someone sick with

COVID-19



COVID-19 Youth Camp Standards

Resident/Sleepaway Camps

Bunking and Sleeping

- ❖ **Try to align mats or beds so that campers and staff sleep head-to-toe and at least 6 ft. apart.**
- ❖ **Ensure adequate ventilation within sleeping quarters.**
 - ❖ Consider portable air filters in the sleeping quarters.
 - ❖ When possible, promote cross ventilation by opening two or more windows.
 - ❖ Use child safe fans to increase effectiveness of open windows
 - ❖ Set HVAC to bring in as much outdoor air as your system will allow

COVID-19 Youth Camp Standards Resident/Sleepaway Camps

- ❖ Campers, as part of defined cohort based on sleeping arrangements, are not required to mask while in their assigned sleeping quarters and among bunkmates/cohort.
- ❖ Document the frequency of cleaning and disinfecting of **bathrooms.**

COVID-19 Youth Camp Standards

Resident/Sleepaway Camps

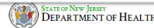
- ❖ Staff and campers who have had close contact with a person who has symptoms should be
 - ❖ Separated
 - ❖ Monitored
 - ❖ Follow [CDS Youth Camp Guidance](#)
 - ❖ If symptoms develop, individuals who are sick should be cared for following [CDC guidance for caring for yourself or others who are sick](#).

- ❖ Camps must establish and document procedures for safely transport of someone who may become ill.
 - ❖ If circumstances require medical transport of someone displaying symptoms of COVID-19, the camp should advise the dispatcher or receiving health care facility that the person may have COVID-19.

Camp Operator Resources

New Jersey Department of Health and Senior Services
Consumer and Environmental Health Services
Public Health Sanitation and Safety Program

HEALTH CENTER SUPPLIES



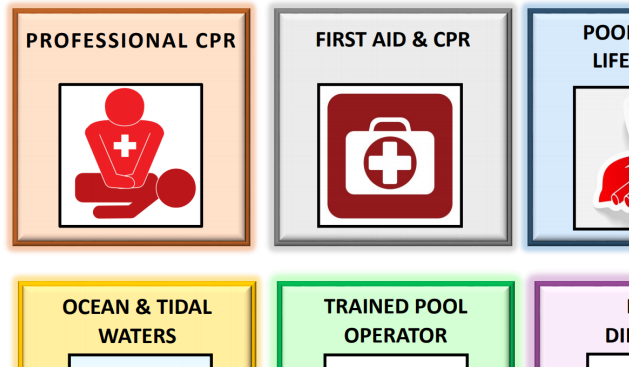
New Jersey Department of Health
PUBLIC HEALTH AND FOOD PROTECTION PROGRAM

<https://www.nj.gov/health/ceohs/sanitation-safety/>

Description of Required Items	Quantity	
	<40 Campers	40 Can
Adhesive Compress Strips (band aid type)	25	4
Sterile Gauze Dressings (sponge 2"x2")	10	1
Sterile Gauze Dressings (sponge 2"x3")	10	1
Sterile Gauze Dressings (sponge 4"x4")	10	1
Sterile Gauze Roller Bandage (1" wide)	4	
Sterile Gauze Roller Bandage (3" wide)	4	
Sterile Eye Dressing Pads (box)	1	
Triangle Bandages	2	
Waterproof Tape (1"x 5 yards)	1	
Bandage Scissors	1	
Tweezers	1	
Blanket	1	
Instant Cold Pack	5	
Disposable Protective Face Shield	1	
Disposable Protective Gown	2	

CURRENT RECOGNIZED CERTIFICATIONS AND AGENCIES

In this document:



Improving Health Through Leadership and Innovation

NEW JERSEY DEPARTMENT OF HEALTH
PUBLIC HEALTH & FOOD PROTECTION PROGRAM

Youth Camp Safety
Frequently Asked Questions

Revised June 2020

Website: [NJ Youth Camps](https://www.nj.gov/youthcamps/)

PLEASE EMAIL YOUR QUESTIONS TO youthcamps@doh.nj.gov

Infection Control Strategies Communication and Awareness

How to Protect Yourself and Others

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



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

Face Covering Do's and Don'ts:

DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



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

Website: [NJ Youth Camps](https://www.nj.gov/health/ncyc/)



End of Season Reporting

Annual Accident Report Form

- ✓ Used to document and report on all serious occurrences of illness and injury over the camp season
- ✓ Due by **September 15** of operating year

New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
PO Box 369
Trenton, NJ 08625-0369

ANNUAL ACCIDENT REPORT YOUTH CAMP SAFETY ACT

INSTRUCTIONS:

In accordance with N.J.A.C. 8:25-5.1(f), report all accident injuries which require only first aid treatment and w. consciousness, restriction of activity or motion, or premat forward this form within five days of the closure of the cam the codes provided to complete the requested information writing "NO REPORTABLE INCIDENTS" across the front this form to the address listed above; retain a copy for you

Name and Mailing Address of Owner or Corporation (Include Ci

Date of Incident	Reporting Criteria Code(s)				Full Name of Cam
	1	2	3	4	

ANNUAL ACCIDENT REPORT YOUTH CAMP SAFETY ACT

INSTRUCTIONS AND CODES

INSTRUCTIONS:

In accordance with N.J.A.C. 8:25-5.1(f), report all accidents resulting in death or serio minor injuries which require only first aid treatment and which do not involve professi consciousness, restriction of activity or motion, or premature termination of the camper and forward the CB-15 form within five days of the closure of the camp, or no later than is sooner.

Use the following codes to complete the requested information.

If no reportable incidents occurred, submit a negative report by writing "NO REPORT. front of the CB-15 form, and complete the signature area at the bottom. Mail the form: copy for your records.

REPORTING CRITERIA CODES:

- 1 - Involved Professional Medical Treatment
- 2 - Involved Loss of Consciousness
- 3 - Involved Restriction of Activity or Motion
- 4 - Involved Premature Termination of Camper's Stay

LOCATION CODES:

- 1 - General Camp C
- 2 - Off Site
- 3 - Playground
- 4 - Pool/Lake/Other
- 5 - Sporting Field/G
- 6 - Transport To/Frc

ACTIVITY INVOLVED CODES:

- 01 - Archery
- 02 - Baseball
- 03 - Basketball
- 04 - Bicycling
- 05 - Board Games
- 06 - Boating
- 07 - Bowling
- 08 - Campfire Making or Tending
- 09 - Commutation
- 10 - Dancing/Theater
- 11 - Dodgeball
- 12 - Football

TYPE OF INJURY CC

- 01 - Allergic Reactic
- 02 - Back Injury
- 03 - Bite (Animal)
- 04 - Bite (Human)
- 05 - Bites (Insect)/S Ivy/Ringworm
- 06 - Breathing Difficulty/Resp
- 07 - Bruise/Contusik
- 08 - Burn
- 09 - Dental/Mouth Ir
- 10 - Ear Injury

Public Health Sanitation and Safety

- General Sanitation
- Youth Camps
- Drinking Water and Public Health
- Public Recreational Bathing
- Application Payments

Youth Camp Forms

Please Read the FAQ

- Youth Camp Application [PDF]
- Instructions Checklist [PDF]
- Pay Online
- Submit via Email
- Single-Sport Application [PDF]
- Instructions Checklist [PDF]
- Pay Online
- Submit via Email

- Accident Report Form [PDF]
- Accident Report
- Instructions [PDF]

Youth Camps



Camp Community's Virtual Q&A Info S

Submit questions to [youthcar](#) the subject

Date: Monday, June 22, 2020

Time: 2-4:30pm

[Click Here to Register](#)

Webinar ID:

459-150-739

Youth summer camps will after **July 6, 2020**, provided Summer Camp Standards, t

Grants and Subsidies for Youth Camps

Department of Agriculture -Summer Food Program

The New Jersey Department of Agriculture is looking for organizations interested in providing meals for needy children this year under this federally funded program. Deadline to register is June 15.

Contact : 609-292-4498

Department of Human Services- Child Care Subsidy Program

The state's child care program can support you with information about applying for child care assistance, where to find child care, licensing and complaint data and what makes a quality program.



Presenter: Danielle Clemons, MPH, HO
Youth Camps/PRB Project Coordinator



Visit our NJDOH Project Websites at:
[NJ Youth Camps](#) [NJ Rec Bathing](#)
[Communicable Disease Service](#)

Contact us at
YC Email: youthcamps@doh.nj.gov
PRB Email: PRB@doh.nj.gov

Thank You for Participating!



Child Care Subsidy Program Summer Camp Webinar Session

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
OFFICE OF CHILD CARE OPERATIONS



Child Care Subsidy Program Summer Camp Informational Session

Federal Law Overview

Child Care Development Block Grant (CCDBG)

Reauthorization Act November 2014

Key CCDBG Requirements

- Must be Licensed, regulated or registered to receive compensation for services
- Compliance with local and State building, fire and health codes
- Complete Pre-Service Health and Safety Training Requirements
- Annual Unannounced Inspections
- Comprehensive Background Checks

CCDBG State Agency Coordination

In New Jersey, multiple state agencies and child care stakeholders work together to meet the CCDBG federal mandate, such as....

- DHS/DFD/OCC - CCDBG Subsidy and Quality
- DOH - Summer Youth Camps
- DHS/ECCU - Criminal Background
- DCF/OOL – Licensing and Regulatory - Child Care Centers and Registered Family Child Care Providers
- CCR&R's – County-Based Child Care Resource and Referral Agencies

Child Care Subsidy Program Summer Camp Informational Meeting

CCDBG Health and Safety Requirements Highlights



Child Care Subsidy Program Health & Safety Requirements

All youth camps staff must complete the following health and safety pre-service trainings. Required trainings include:

<https://www.childcarenj.gov/Providers/Training>

- NJ Health and Safety Basics
- Mandated Reporter/Child Abuse & Neglect

CCDBG Pre-Service Trainings are available free of charge on-line through New Jersey Child Care Information System www.njccis.com

First Aid and CPR Training (staff/providers may be required to maintain certification to meet Office of Licensing and/or Department of Health requirements and regulations) Examples of a few of the recognized health organizations are: American Safety and Health Institute, American Red Cross, and the American Heart Association.

Background Check Overview

The reauthorization requires comprehensive background checks of all current and prospective employees ages 18 and older, with the exception of Child Abuse Record Information Check (CARI) ages 14 and older, including volunteers, and individuals who have unsupervised access of child care providers. New Jersey's implementation of the CCDBG background check requirements will be shared among the following regulatory/authorizing agencies:

NJ Department of Human Services (DHS):

DHS Employment Controls and Compliance Unit (ECCU) collects, reviews, interprets, and disseminates all Criminal History Record Information (CHRI) background checks, as part of the initial and renewal license/certification application process for Licensed, regulated or registered providers.

Background Check Overview_(continued)

- NJ Department of Children and Families (DCF) – The authorizing agency that licenses all child care providers through their Office of Licensing (OOL). DCF’s Child Abuse Record Information (CARI) Unit coordinates the CARI background checks, which are part of the initial and renewal license/certification application process for providers.
- NJ Department of Health (DOH) – The authorizing agency that issues Certificates of Approval to establish and operate youth camps. It also conducts health and safety inspections, in addition to criminal background name checks and sex offender registry checks.

Five Background Checks

1. State criminal and sex offender registry;
2. State child abuse and neglect registry;
3. National Crime Information Center
(conducted by the FBI);
4. FBI fingerprint check using Integrated Automated Fingerprint Identification System; and
5. National Sex Offender Registry
(operated by Department of Justice)

Federal Disqualifying Crimes

DISQUALIFYING FELONIES 45 C.F.R. §98.43 (c)(1)(iv)

- Murder
- Child abuse or neglect
- Crime against children, including pornography
- Spousal abuse
- Crime involving rape or sexual assault
- Kidnapping
- Arson
- Physical assault or battery
- Drug-related offense (committed during the preceding five (5) years)

DISQUALIFYING VIOLENT MISDEMEANORS 45 C.F.R. §98.43 (c)(1)(v)

- Child abuse
- Child endangerment
- Sexual assault

Department of Human Services

Employment Controls & Compliance Unit (ECCU)

DHS.ECCU@dhs.nj.gov

Background Check requirements-Must be 18

Must have identification (see list on Identogo form)

Schedule appointment for fingerprinting at

uenroll.identogo.com

Appointment locations available throughout the state

There is no fee for fingerprinting

Applicants must retain their receipt of fingerprinting and return to the Camp Operator/Director

Department of Human Services

Employment Controls & Compliance Unit (ECCU)

DHS.ECCU@dhs.nj.gov

One of the following notification letters will be issued:

- Cleared,
- Disqualified Not Cleared (Rehabilitation),
- Not Cleared (Pending Final Disposition),
- Conditionally Cleared (Pending Background Check Clearance).

Availability of notifications can vary from **1-10** business days, please allow **10** business days before contacting the ECCU.

Indentogo Form



DHS/DFD

Finger Print Service Code Form- Youth Camp Staff

Service Code is unique to Child Care Development Block Grant Act (CCDBG) Requirements.
Do not use this code or form for another purpose.

Service Name: CCDBG YOUTH CAMP EMPLOYMENT

To Schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.indentogo.com> and enter the following Service Code
2F1329

Please add your **CAMP ID Number** *after* the Contributor Case Number Youth
Youth Camp Staff – Contributor Case Number: **CM33841185**

Name of Camp Program: ABC Summer Camp

Employee Name:

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License PAPER/TEMPORARY issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- U.S. Coastguard Merchant Mariner Card
- U.S. Passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Employment Authorization Card/Document (I-766) that contains a photograph
- Canadian Driver's License
- Foreign Driver's License (Mexico and Canada Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

Don't have access to the Internet? You can still schedule an appointment by calling **877.503.5981. IMPORTANT!**

IMPORTANT - Applicants must add their UE ID and TCN numbers to the bottom of the form in the space provided and provide a copy of this form to the Youth Camp Director/Operator to demonstrate compliance.

TCN ID

UE ID Number

Subsidy Youth Camp Acknowledgement Form

CHILD CARE SUBSIDY PROGRAM

New Jersey Child Care Subsidy Summer Youth Camp Health and Safety Training Requirements Policy and Procedure Acknowledgment Signature

Directions: Complete the form in its entirety and upload completed form to your New Jersey Child Care Information System (NJCCIS) Account www.njccis.com.

Name of Youth Camp: _____ County: Select County

CAMP ID: _____ NJCCIS Provider ID: _____

Program and Staffing Information

Projected number of children to enroll in this season's Summer Program: _____

Projected number of children receiving subsidy: _____

Projected number of staff required to complete Health and Safety Training: _____

Projected number of staff required to complete Criminal Background Check: _____

Projected number of staff required to complete Child Abuse Record Information (CARI): _____

Acknowledgement and Signature

I understand and agree that:

- I must comply with all Youth Camp Safety Standards (N.J.A.C. 8:25)
- I must comply with all CCDBG Health and Safety Requirements, including: Staff Criminal Background Checks of staff, pre-service health and safety training and unannounced on-site inspections.
- The Youth Camp Certificate of Approval is required to authorize parent agreements and approve payment
- Program Director, eligible staff, including staff counted in the child/staff ratio (supervising children receiving subsidy) must register with New Jersey's Workforce Registry NJCCIS by visiting <https://www.njccis.com>.
- I am responsible for ensuring that all staff providing supervision to children receiving a subsidy complete Division of Family Development's pre-service training, no less than two-weeks upon hire.
- I understand falsification of any information on this record may be grounds for denial, suspension or revocation of the organization's letter of approval.

Provider Name: _____ Title: _____

Signature: _____ Date: _____

Subsidy Registration Key Highlights

- Youth Camp Operators participating in the subsidy program will receive guidance to submit required documentation to DFD-Child Care Subsidy Program at: DFD-YouthCamps@dhs.nj.gov.
- Youth Camp Directors/Administrators/Staff must have a profile in NJCCIS <https://njccis.com>. **Note:** DFD will be providing guidance about NJCCIS Youth users accounts and camp record association.
- Youth Camp Operators are responsible for the distribution and the collection of their Programs CHRI-IndentoGo Forms.
- Youth Camp Operators and staff must complete their CARI Checks by creating an account via <https://www.njportal.com/dcf/cari>

Subsidy Review Process Highlights

- Review of Acknowledgement Form and IndentoGo Forms
- Documents submitted to ensure compliance with federal rules
- Follow-up and communication with the camps
- Coordination with all Child Care Stakeholders

Upcoming Youth Camp changes in NJCCIS...

- Background Check module under the Youth Camp Personnel tab.
- Youth Camp Operators will confirm completion of CHRI and CARI for staff.
- Upload required DHS/DFD Youth Camp documents

DCF/OOL Licensing DOH Certificate of Approval Guidance

Programs that are issued a child care license through DCF/Office of Licensing (OOL) need to contact OOL if they plan to make program changes during the summer.

DCF/OOL Licensing

DOH Certificate of Approval Guidance

Programs that have a swimming pool or provide high risk activities or do not operate in a building need to obtain a Certificate of Approval through the Department of Health.

High Risk Activities - i.e. archery, *swimming and other aquatic activities, horseback riding, riflery, rope courses, motorized vehicles, and rock climbing.

Subsidy Policy Clarification Children under 2 ½ years old

Youth Camp Programs that serve children under age 2 ½ must have a Child Care Center License from DCF/OOL in order to qualify for payments through the New Jersey Child Care Subsidy Program.

The license must include the appropriate use group classification that authorizes the care of children under the age of 2 ½ before subsidy payment is authorized.

Important Websites /Contacts

Department of Health/Youth Camps and Public Recreation

youthcamps@doh.nj.gov

<https://www.nj.gov/health/ceohs/sanitation-safety/youthcamps.shtml>

Department of Human Services/Division of Family Development Office of Child Care

DFD-YouthCamps@dhs.nj.gov

DFD Youth Camp Provider Helpline (609) 588-7500 or main: 1-800-332-9227

<https://www.childcarenj.gov/>

Department of Children and Families/Office of Licensing

DCF.ChildCareLicensing@dcf.nj.gov

1-877-667-9845 or (609) 248-3458

<https://www.nj.gov/dcf/about/divisions/ol/>

Department of Human Services/Office of Program Integrity & Accountability Employment Controls and Compliance Unit

Helpdesk: ECCU.FARA@dhs.nj.gov