

Summer Camps Phase 2 Requirements and Guidance

Montana's Governor issued a Directive on May 19, 2020 that moves Montana to Phase 2 Reopening on Monday, June 1, 2020. In addition, the Missoula City-County Health Officer issued an Order on May 28, 2020, which establishes limits and requirements for events and gatherings. Using those documents, this document outlines the requirements, recommendations and other things to consider for summer camps.

This guidance document has three sections, color-coded for clarity:

- **Minimum requirements** from the Governor's Directive and Health Officer Order. These requirements must be met in order to operate a summer camp in Phase 2.
- **Recommendations** that will further protect your staff, participants, and our community. The recommendations come from the Governor's Directive and guidance, the Missoula Health Officer's order and the Missoula City-County Health Board.
- **Ideas and strategies** to consider when making your individualized plan, based largely on recommendations from the Missoula Reopen Work Group comprised of Missoula organizations, businesses, agencies and individuals.

MINIMUM REQUIREMENTS

Group Size Limits:

- Summer Camps are subject to the limits on events and gatherings in the Health Officer order issued on May 28, 2020. That means camp size is limited to 50 people total when physical distancing of 6' cannot be maintained between campers, counselors and volunteers.
- The 50-person limit includes kids, camp staff and volunteers helping with the camp, and those who are watching.
- Larger summer camps can break into 50 (or fewer)-person groups who do not intermingle during the camp and who stay physically distant from other groups. These larger camps are subject to the Health Officer's Events and Gatherings requirements (attached to this guidance.)
- The idea is to limit the number of people any one person has close contact with – both to reduce the probability of exposure to COVID-19, and to allow for the quick identification of close contacts should someone from the camp test positive for the disease. The smaller the group size, the easier this can be accomplished. Also, the fewer close contacts each person has, the less likely they are to contract the illness.

Events and Gatherings:

- When a summer camp will have more than 50 people in attendance (including kids, staff, volunteers and audience members), it has to be highly structured, and meet the requirements in Appendix A of the Health Officer's Order. (See the attached excerpt from the Order).
- That Order recommends internal COVID-19 event plans for events and gatherings that will have between 51-250 people and requires COVID-19 plans for events and gatherings that will have over 250 people.
- A summer camp might be under the 50-person limit during the week, and then have a show,

performance or game that parents, guardians and families come to watch. If that show will have over 50 people in attendance, including campers, staff, volunteers and audience members, that gathering must meet the requirements in the Health Officer's order and Appendix A (attached to this document).

Physical Distancing:

- Physical distancing of at least 6 feet must be maintained between:
 - different families/guardians during drop-off, check-in, and pick-up, and
 - between individual groups of 50 (see group size limits for more information).

Cleaning and Sanitizing:

- Each camp must develop a cleaning and sanitizing protocol.

Maintain information in case of exposure:

- In case of an exposure to COVID-19 at the summer camp, organizers must be able to identify which other people (staff and/or campers) who may have had close contact with the COVID-19 case. This information must remain available for public health officials for at least two weeks after the end of the camp.

Pre-shift Health Assessments and Exclusion of Staff with Symptoms:

- Health Assessments must be conducted for all employees and volunteers at the beginning of each shift. These health assessments screen workers for symptoms associated with COVID-19. They can, but do not have to, include a temperature check. (We recommend you include a temperature check because a fever is the most common symptom of COVID-19).
- More information about [health assessments](#), including the current CDC list of COVID-19 symptoms, can be found here: <http://Missoula.co/cvirus>.
- Do not allow staff with symptoms of COVID-19 to work at the camp.

Exclusion due to Required Quarantine or Isolation:

- Participants, staff, or volunteers who have been contacted by the Health Department because they are a close contact of a confirmed COVID-19 case will be under the direction of a public health nurse for isolation, quarantine, and symptom monitoring. If required to isolate or quarantine, they cannot attend camp.

Camp Venue:

- Depending on where your camp is held, other requirements may apply. For instance, there are additional requirements and recommendations for gyms, pools, theaters and places of assembly. See the Governor's Directive and additional guidance on our website.

RECOMMENDATIONS

NOTE: Some of these recommendations are requirements for camps with over 50 people, as they are required by the Health Officer's May 28, 2020 order (See attached.)

Cleaning and Sanitizing:

- Clean and disinfect common surfaces, tools, and equipment frequently throughout the day and before another group uses them.
- Clean and sanitize food contact surfaces after each use. Be sure to use an EPA-approved sanitizer that is effective against COVID-19 and safe for food contact surfaces.

Facilities, Hygiene, and Sanitizer:

- Ensure that bathrooms and handwashing facilities are accessible to campers and staff.
- Provide and use hand sanitizer throughout the camp.

Group Size:

- While acknowledging camps may organize in groups of 50, the Governor's guidance recommends that camps keep participants in groups of 10, with the same participants in each group each day. While participants within a group do not have to physically distance from each other, the groups should maintain 6' from other groups of 10.

Policy Development and Implementation:

Camps with more than 50 people are recommended or required (depending on size) to have a COVID-19 Events plan. For camps that will have fewer than 50 people total, the Governor's directive recommends the following:

- Develop and implement policies regarding social distancing, use of protective equipment, temperature checks and symptom screening, sanitation, and disinfection of common surfaces. Seek out industry best practices and other guidance to help plan. One resource includes: American Camp Association best practices: <https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>

Cloth Face Coverings or Masks:

Both the Governor and the Missoula City-County Health Board recommend that cloth face coverings be worn in public when 6-foot distancing cannot be consistently maintained:

- To the extent practical, when 6-foot physical distancing cannot be maintained when interacting with parents or others outside of their assigned camp group, have staff wear cloth face coverings.
- When practical, have kids and staff wear cloth face coverings when social distancing is not possible within a group, like during transportation in vans and buses.
- Note: Younger children may not be able to reliably wear, remove, and handle cloth face coverings following CDC guidance. Cloth face coverings should never be placed on a child younger than two, those who have trouble breathing, or any child who cannot take it off by themselves. In addition, a child should never wear a cloth face covering while sleeping, while in the water, or when activity levels will make it hard for them to breathe or cause heat distress.

Participant Health Assessment:

- Before camp begins, communicate with participants not to attend camp if they:
 - Have tested positive for COVID-19
 - Are showing any symptoms of COVID-19
 - Have been in contact with anyone who has tested positive
 - Have been told to quarantine for any reason
 - Are awaiting test results
- Conduct, or require that parents conduct, a daily health check of all children as they enter camp. A temperature check is recommended. Do not allow a child with COVID-19 related symptoms to attend camp. See **Pre-shift Health Assessment** above for more information on what is included in this daily health check and what exclusion determinations will need to be made for symptomatic children.
- Overnight camps must maintain a symptom log for both employees and campers beginning on the first day of camp. The log should be updated at least once a day, for everyone present, or the duration of the camp. The log must be kept at least 2 weeks following the end of camp to assist with contact tracing in the event of a positive COVID case.
- If a child develops COVID-19 symptoms while at camp, they should be separated from the group and the parents/guardians called to retrieve the child as soon as possible.

Workforce:

- In addition to pre-shift health assessments, the Governor's Directive recommends that employers monitor their workforce for COVID-19 symptoms.
- If surveillance testing designed to provide community-wide early warning becomes available, encourage your employees to voluntarily participation.
- Telework is still encouraged as a way to reduce potential transmission of the virus, if the work can be accomplished remotely. When telework is not feasible, employers are encouraged to accommodate alternative work schedules such as shift work and staggered scheduling in order to adhere to social distancing guidelines.
- To date, many of the cases in Montana have been related to travel. Minimize non-essential business travel to prevent possible exposure to the disease in other areas.

Accommodate High-Risk Staff and Participants:

- Make special accommodations for vulnerable populations working at or attending camp or those who live with higher-risk individuals.

Sanitizing and Cleaning:

- Businesses should follow CDC sanitation protocols, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

IDEAS AND STRATEGIES

Community leaders appointed a working group of Missoula organizations, businesses and individuals to provide recommendations for summer camps and other non-licensed youth programs. The following ideas and strategies were suggested by that group. These are not requirements but may help you plan on how to modify procedures at your program during Phase 2.

Pre-Program Expectations:

- Consider sending out a parent/guardian letter so that families will know what will be expected of the kids at camp and to encourage families to teach kids about physical distancing, handwashing, and the camp's expectations.
- Staff training and establishing specific program expectations since kids have not been in a structured program or school for months.
- One resource is "Talking to children about COVID" on the CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/talking-with-children.html>

Program Location and Facility:

- Encourage outdoor activities as much as possible. Being outside should not be seen as being completely safe, but with more fresh air and more space between people the risk of COVID-19 spread goes down.
- Reduce, eliminate, or reschedule field trips and visits to indoor facilities or locations with high traffic or a lot of other people.
- Consider restricting the number of non-campers who visit the camp or attend camp activities.

Hygiene:

- Encourage frequent handwashing, or when handwashing facilities are not available, the use of hand sanitizer. A proper hand wash includes a 20 second scrub with warm water and soap followed by drying hands with a disposable towel. If hand sanitizer is used, ensure it contains at least 60% alcohol.
- Add portable hand washing stations where access to a plumbed hand sink may be limited. An example of a portable hand washing station for outdoor camps can be found here:
<https://www.nrs.com/product/71208.01/down-river-hand-wash-station>
- Make sure you have adequate supplies on hand to support healthy hygiene, including soap, hand sanitizer, paper towels, tissues and waste disposal facilities.
- Have participants, staff, and volunteers wash their hands or use hand sanitizer upon entering camp, after using the bathroom, before eating, after using common equipment, etc.
- Encourage all to cover their coughs or sneezes.
- If the camp provides food to campers, do not use a serve-yourself style of food service. Reduce shared surfaces and disease transmission by having specific people responsible for food distribution. As always, use gloves or tongs to avoid barehand contact with ready-to-eat food.

Physical Distancing and Shared Items:

- To reduce crowding, arrange alternate drop-off and pick-up times and/or locations for different camp groups.
- If it works for the type of camp, modify sports and games to promote physical distancing and eliminate the touching of shared objects. For example, eliminate tag or use “forced out” rules instead of touching another player or focus on skill building to reduce face-to-face contact.
- For arts and crafts, consider giving participants an individual supply bag for the week instead of using group supplies.

Transportation:

- Walk or bike to program locations.
- Have parents/guardians pick-up and drop-off at location where the participant will be for the day to limit any shared transportation.

Camping and Overnight Trips:

- Reduce group sizes to make meeting the physical distancing and sanitation requirements easier.
- Use individual and assigned camping items such as tents, camping gear, eating utensils, etc.
- When individual tents are not used, consider using a large tarp with sleeping mats spaced 6 feet apart.
- If preparing meals, have one person in charge of distributing food to avoid a number of people touching shared serving utensils. Clean and sanitize all equipment and utensils are cleaned and sanitized using the 3 step method: 1) hot soapy water wash 2) rinse 3) sanitize in 50-100ppm bleach (1/4 teaspoon of bleach to 1 quart of water) followed by an air dry. Bins can be used for sinks.

Have questions? Please contact us at 258-4755, or envhealth@missoulacounty.us.

EXCERPTED FROM 5/28/20 MISSOULA CITY-COUNTY HEALTH OFFICER ORDER

- 1) Effective June 1, 2020, events and gatherings, including but not limited to receptions, conventions, parties, meetings, fairs, festivals, craft fairs, farmer’s markets, vendor events, concerts, sporting events, tournaments and races, whether they take place at a “place of assembly” or other venue, must meet the following requirements:
 - Events and gatherings are limited to a total of 50 people in circumstances that do not readily allow for appropriate physical distancing for the duration of the event, including but not limited to receptions, dances, sports, parades, and other events that are inherently inconducive to maintaining physical distancing.
 - Events and gatherings that will have a total of 51-250 people, including attendees, staff and volunteers, are allowed under the requirements listed in Appendix A. An internal COVID-19 event plan **is recommended** to ensure the event or gathering will meet the minimum requirements for events and gatherings in Appendix A.
 - Events and gatherings that will have a total of 251-1000 people, including attendees, staff and volunteers, are allowed under the requirements listed in Appendix A. An internal COVID-19 event plan **is required** to ensure the event or gathering will meet the minimum requirements for events and gatherings in Appendix A. The internal plans do **not** need to be submitted to the Health Department for review and approval but must be maintained onsite and made available to the Health Department upon request.
 - Events that will have a total of more than 1000 people, including attendees, staff and volunteers, must develop and submit a COVID-19 Event Plan to the Health Department for review and approval, in accordance with Appendix A. The event or gathering shall not take place without written approval from the Health Department.
 - Event organizers must follow their plan during the event, and make adjustments during the event or gathering, if necessary, to achieve physical distancing. Event organizers must modify, scale back, postpone or cancel the event if notified by the Health Officer to do so.

APPENDIX A

EVENTS AND GATHERINGS WITH MORE THAN 50 PEOPLE

This document provides the necessary information for event organizers to complete COVID-19 event plans as recommended or required, depending on the size of the event, by the Health Officer’s order.

Event organizers should recognize that there is inherent risk with bringing together large groups of people during the COVID-19 pandemic. The CDC recognizes that large events and gatherings can contribute to the spread of COVID-19 and can introduce the virus into communities through travelers who attend the events. Further, CDC recommends canceling large gatherings and

events if the community spread of COVID-19 is “minimal to moderate” within the community. Adhering to the requirements outlined below will help mitigate the risk, but will not eliminate it.

1. Events and gatherings that will have more than 50 people, including attendees, volunteers and staff, shall be highly structured so that event staff can assure that requirements will be met throughout the event.
2. The COVID-19 event plan shall show how the event will be implemented and controlled so that all the requirements can be met.
3. Event Requirements:
 - a. The six-foot physical distance between individuals/associated parties/50-person groups shall be maintained for the duration of the event.
 - i. Organizers must determine the maximum event capacity that provides for adequate physical distancing of attendees. This capacity shall not be exceeded.
 - ii. When promoting the event, organizers must take into consideration that people may show up at the event in numbers that exceed maximum capacity. Organizers must be able to effectively exclude people if their admittance would cause an exceedance of the maximum capacity or 6-foot distancing in waiting lines outside of the event cannot be maintained.
 - iii. Foot traffic flow, including waiting lines and entry into the venue, moving within the venue, seating, and exiting the venue, and seating shall be designed and monitored to ensure 6-foot physical distancing will be maintained;
 - iv. The physical boundaries of event shall be clearly defined and delineated to ensure crowds and flow can be managed.
 - v. Signs and other visible markers shall be used to help attendees understand and comply with physical distancing requirements; and
 - vi. Event organizers must anticipate that some attendees will not understand or follow the requirements. Organizers shall be able to manage or exclude participants who are not following the physical distancing requirements.
 - b. Events may use static groups of 50 people or fewer who do not intermingle with other static groups of 50 people to manage physical distancing within an event.
 - i. Strict physical distancing does not have to be maintained within the 50-person group.
 - ii. Organizers must ensure that those groups will not intermingle during the event, including when entering or exiting the venue; and
 - iii. Use of 50-person groups does not otherwise change the total number of allowable people at an event or gathering or the requirements that apply.
 - c. Frequently touched surfaces, including bathroom facilities, shall be disinfected frequently during the event;
 - d. Toilet and handwashing facilities and hand sanitizer shall be provided;
 - e. Workers and attendees with symptoms shall be excluded; and

4. In case of an exposure to COVID-19 at the event, organizers and/or attendees shall be able to identify where an attendee was sitting or located during the event, and which other people may have had close contact with the COVID-19 case. This information must remain available for public health officials for at least two weeks after the event.
5. The event shall be modified, scaled back, postponed or canceled if notified by the Health Officer that further restrictions for gatherings and events are necessary based on the Reopening Phase and the epidemiological situation at the time the event will take place.
6. The Department may approve alternate strategies to the requirements listed herein, if the Department determines that those strategies will provide equivalent public health protection.
7. Organizers must follow the COVID-19 event plan during the event or gathering. Organizers shall make further adjustments if necessary during the event to ensure that participants maintain the required physical distance.
8. The Health Officer may cancel an event or gathering, regardless of whether a plan was required, if the event or gathering does not adhere to the requirements of this Order.
9. The event venue may have additional requirements. For example, Places of Assembly and Bars and Restaurants have a maximum capacity of 75% of normal operating capacity, and Bars and Restaurants must close, with all customers out by 11:30 PM. If requirements for the event and venue conflict, the more restrictive requirement applies.

IF THE EVENT WILL HAVE OVER 1000 PEOPLE

1. Organizers must submit a complete COVID-19 Event Plan to the Missoula City-County Health Department at envhealth@missoulacounty.us or 301 West Alder, Missoula, MT 59802 before the event. Organizers are encouraged to submit the plan as early as possible to give time for review and collaboration, but must submit it at least 10 business days before the event.
2. The Department will provide responses to completed plans within 5 business days of receiving the plan.
3. Responses may include additional requirements or requests for more information.
4. The Health Officer can limit the number of people who may attend the event based on the submitted plan and venue. Organizers must ensure that Health Officer-imposed capacity limits are complied with during the event.
5. The event shall not take place without written approval of the COVID-19 Event Plan from the Missoula City-County Health Department.
6. The Health Department shall make the final determination of whether the plan will ensure that the requirements for large events and gatherings can be achieved during the event.
7. The Health Department may revoke the approval for failure to adhere to the elements of the plan or failure to manage the event as approved.
8. The Health Department's approval is based on review of the COVID-19 Event Plan's compliance with local, state and national authorities regarding best practices to mitigate the spread of COVID-19. Approval of the COVID-19 Event Plan by the Health Department does not eliminate the risk of spread of COVID-19.