

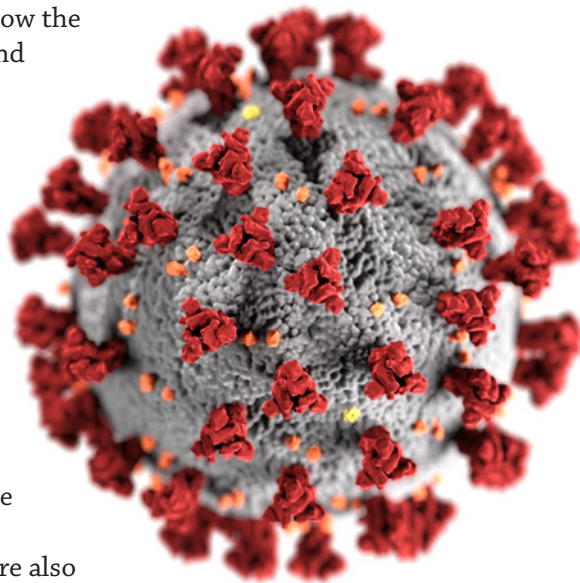
# Suggestions for Youth Programs and Camps: Readiness and Planning Tool

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

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

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

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



## Guiding Principles to Keep in Mind

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

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



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

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

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

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

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

(continued from previous page)

Policies and Procedures	Facilities and Supplies
<ul style="list-style-type: none"><li><input type="checkbox"/> Develop a plan for campers to bring their own meals or for serving individually plated meals, if possible. Consider staggering mealtimes or having campers eat in separate areas or with their small group instead of in a communal space.</li><li><input type="checkbox"/> Develop protocols to limit contact between small groups and with other campers' guardians (e.g., staggered arrival and drop-off times or locations).</li><li><input type="checkbox"/> Develop a plan for if someone gets sick or shows symptoms of COVID-19.</li><li><input type="checkbox"/> Other: _____</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Close shared spaces or develop a plan for staggered use and <a href="#">cleaning and disinfecting</a>.</li><li><input type="checkbox"/> Develop a plan for regular cleaning and disinfecting of buses or other transport vehicles, see guidance for <a href="#">bus transit administrators</a>.</li><li><input type="checkbox"/> Develop a protocol to ensure <a href="#">safe and correct use</a> and storage of <a href="#">cleaners and disinfectants</a>, including storing products securely away from children.</li><li><input type="checkbox"/> Ensure ventilation systems operate properly. If using fans, make sure they do not blow from one person onto another.</li><li><input type="checkbox"/> Ensure all <a href="#">water systems</a> and features are safe to use after a prolonged facility shutdown.</li><li><input type="checkbox"/> Follow <a href="#">CDC's considerations for Pools, Hot Tubs, and Water Playgrounds During COVID-19</a>.</li><li><input type="checkbox"/> Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).</li><li><input type="checkbox"/> Provide physical guides, such as tape on floors and signs on walls, to promote social distancing.</li><li><input type="checkbox"/> Space seating at least 6 feet apart.</li><li><input type="checkbox"/> Develop protocol to increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so).</li><li><input type="checkbox"/> Develop protocol to monitor and ensure adequate supplies to minimize sharing of materials, or limit use to one group of campers at a time, and clean and disinfect between use..</li><li><input type="checkbox"/> Encourage organizations that share the camp facilities to follow these considerations.</li><li><input type="checkbox"/> Other: _____</li></ul>

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

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

### Communication and Messaging

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

- Post [signs](#) in highly visible locations to [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs:
  - entrances
  - dining areas
  - restrooms
  - other \_\_\_\_\_
- Develop plans to include messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:
  - websites
  - email
  - [social media accounts](#)
  - other \_\_\_\_\_
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.
- Notify all camp staff and families of who to contact for questions and concerns related to COVID-19.
- Other: \_\_\_\_\_

### Gatherings, Visitors, and Events

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

- Review local/state regulatory agency policies related to group gatherings to determine if events can be held.
- Limit group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained.
- Limit nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible—especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Avoid activities and events such as field trips and special performances where it may be difficult to maintain social distancing.
- If offering sporting activities, follow [considerations](#) to minimize transmission of COVID-19 to players, families, coaches, and communities.
- Prioritize outdoor activities where social distancing can be maintained as much as possible.
- If food is offered at any event, make plans to ensure pre-packaged boxes or bags for each attendee and use of disposable food service items. Provide hand sanitizer or wipes if handwashing is not available.
- Other: \_\_\_\_\_

### Action Planning—Notes and Next Steps

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

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

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

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

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

## Considerations for Schools: Daily/Weekly Readiness Assessment

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Policies and Procedures	Facilities and Supplies
<input type="checkbox"/> Ensure limited sharing of electronic devices, toys, books, and other games or learning aids, and clean and disinfect between users.	<input type="checkbox"/> Ensure that there is adequate ventilation when cleaners and disinfectants are used to prevent children or staff from inhaling toxic fumes.
<input type="checkbox"/> During naptime, assign mats to individual children, <a href="#">sanitize mats</a> before and after use, and space them out as much as possible. <ul style="list-style-type: none"><li>• Position campers head-to-toe to ensure distance between their faces.</li></ul>	<input type="checkbox"/> Ensure ventilation systems operate properly. <input type="checkbox"/> Ensure seating is spaced at least 6 feet apart. <input type="checkbox"/> In transport vehicles, ensure one child per row, skipping rows when possible.
<input type="checkbox"/> Other: _____	<input type="checkbox"/> For communal spaces, ensure staggered use, and cleaning and disinfecting frequently touched surfaces and shared objects between users. <input type="checkbox"/> Increase circulation of outdoor air as much as possible (e.g., opening windows and doors when it is safe to do so). <input type="checkbox"/> Ensure adequate supplies to minimize sharing of high-touch materials, and monitor cleaning and disinfecting between use. . <input type="checkbox"/> Other: _____

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

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

### Communication and Messaging

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

- Continue to post or update [signs](#) in highly visible locations to [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs. Signage locations include:
  - entrances
  - dining areas
  - restrooms
  - other \_\_\_\_\_
- Continue to provide or update messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:
  - websites
  - email
  - [social media accounts](#)
  - other \_\_\_\_\_
- Ensure all staff and families know which staff person is responsible for responding to COVID-19 concerns and how to contact them.
- Encourage staff and campers to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote healthy eating, exercising, getting sleep, and finding time to unwind.
- Encourage staff members and campers to talk with people they trust about their concerns and how they are feeling.
- Other: \_\_\_\_\_

### Gatherings, Visitors, and Events

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

- Continue to encourage social distancing of at least 6 feet between people at group events, gatherings, or meetings, including outdoor activities.
- Continue to restrict nonessential visitors, volunteers, and activities involving external groups or organizations—especially those who are not from the local geographic area (e.g., community, town, city, country).
- Continue to avoid activities and events such as field trips and special performances.
- Continue to follow [considerations](#) for campers and staff participating in sporting activities.
- Continue to offer pre-packaged boxed or bagged meals for each attendee and use disposable food service items.
- Other: \_\_\_\_\_

### Action Planning—Notes and Next Steps

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

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

## Suggestions for Youth Programs and Camps: Preparing for if Someone Gets Sick

Use the following tool when making initial preparations for if someone gets sick with COVID-19.

Before Someone Gets Sick	When Someone Gets Sick	After Someone Gets Sick
<b>Point Person(s):</b> _____	<b>Point Person(s):</b> _____	<b>Point Person(s):</b> _____
<input type="checkbox"/> Make sure staff and families know they should not come to camp, and that they should notify camp officials if they become sick with COVID-19 <a href="#">symptoms</a> , test positive for COVID-19, or have been <a href="#">exposed</a> to someone with symptoms or a confirmed or suspected case.	<input type="checkbox"/> Immediately separate individuals with COVID-19 <a href="#">symptoms</a> .	<input type="checkbox"/> In accordance with state and local laws and regulations, notify <a href="#">local health officials</a> , staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the <a href="#">Americans with Disabilities Act (ADA)</a> .
<input type="checkbox"/> Develop systems to: <input type="checkbox"/> Have individuals self-report to the administrators if they have <a href="#">symptoms</a> of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days.	<input type="checkbox"/> Care for sick individuals following <a href="#">CDC guidance for caring for yourself or others who are sick</a> .	<input type="checkbox"/> Notify individuals of closures and restrictions put in place due to COVID-19 exposure.
<input type="checkbox"/> Notify individuals of closures and restrictions put in place to slow the spread of COVID-19.	<input type="checkbox"/> If necessary, transport sick individual(s) to a healthcare facility, depending on how severe their symptoms are.	<input type="checkbox"/> Advise those who have had <a href="#">close contact</a> with a person diagnosed with COVID-19 to stay home, <a href="#">self-monitor for symptoms</a> , and follow <a href="#">CDC guidance</a> if symptoms develop.
<input type="checkbox"/> Develop policies for returning to camp after COVID-19 illness. CDC's <a href="#">criteria to discontinue home isolation and quarantine</a> can inform these policies.	<input type="checkbox"/> If calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.	<input type="checkbox"/> Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure <a href="#">safe and correct</a> use and storage of cleaning and disinfection products, including storing them securely away from children.
<input type="checkbox"/> Identify an isolation room or area to separate anyone who has COVID-19 <a href="#">symptoms</a> or who has tested positive but does not have symptoms.	<input type="checkbox"/> Close off areas used by a sick person and do not use these areas until after <a href="#">cleaning and disinfecting</a> them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).	<input type="checkbox"/> Other: _____
<input type="checkbox"/> If a person becomes sick and needs to be transported, establish procedures to ensure safe transporting.	<input type="checkbox"/> Other: _____	<b>Notes and Next Steps</b>
<input type="checkbox"/> Develop a plan to support staff, campers, and families experiencing trauma or challenges related to COVID-19.		
<input type="checkbox"/> Other: _____		



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

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

### Considerations for Sleepaway Camp

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

- |  |   |
|--|---|
| <input type="checkbox"/> Communicate to families if you are accepting campers from various geographic regions (e.g., communities, cities, towns, countries). | <input type="checkbox"/> Identify an isolation room or area to separate anyone who exhibits COVID-like <a href="#">symptoms</a> .   |
| <input type="checkbox"/> Position mats or beds so that campers and staff sleep head-to-toe at least 6 feet apart.  | <input type="checkbox"/> Ensure staff and campers with <a href="#">symptoms</a> (fever, cough, or difficulty breathing) at camp are immediately separated and referred to their healthcare provider.                                |
| <input type="checkbox"/> Review and adhere to <a href="#">CDC's Guidance for Shared or Congregate Housing</a> .  | <input type="checkbox"/> Ensure staff and campers who have had <a href="#">close contact</a> with a person who has <a href="#">symptoms</a> are separated, and follow <a href="#">CDC guidance for community-related exposure</a> . |
| <input type="checkbox"/> Install physical barriers, such as plastic flexible screens, between bathroom sinks and between beds.                               | <input type="checkbox"/> If a person becomes sick and needs to be transported, establish procedures to ensure safe transporting.  |
| <input type="checkbox"/> Monitor and enforce <a href="#">social distancing</a> and <a href="#">healthy hygiene</a> at all times.                             | <input type="checkbox"/> Take steps to ensure any external community organizations that share the camp facilities follow these considerations.  |
| <input type="checkbox"/> Place signs to remind campers to wash their hands and practice healthy hygiene in bathrooms.  | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Regularly <a href="#">clean and disinfect</a> bathrooms using <a href="#">EPA-registered disinfectants</a> .                        |   |
| <input type="checkbox"/> Encourage staff and campers to avoid placing toothbrushes or toiletries directly on counter surfaces.                               |   |

### Other Resources

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

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

### Other Considerations

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

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