



RISK MANAGEMENT GUIDELINES FOR SUMMER CAMPS DURING A PANDEMIC

The Trust has received questions regarding the operation of district-sanctioned summer camps during the COVID-19 pandemic. These camps are often aimed at athletic teams, choir, band, art programs, and more.

This document offers risk management recommendations for the operation of summer camps. We hope this will help districts take the appropriate precautions with respect to staff members, volunteers, students, and parents.

INDUSTRY STANDARDS

Schools should refer to best practices and consult with local partners as they determine plans for summer camps. The Trust recommends connecting with the local [public health department](#) and reviewing [CDC guidelines](#) and the Arizona Department of Health Services (ADHS) [child care guidance](#).

WAIVER

Trust legal counsel has drafted a waiver for districts to consider using for summer camps. Click [here](#) to view the waiver template.

ATTENDANCE

Attendance at summer programs should be greatly scaled back to reduce the potential for spread of the virus, and to meet ADHS recommendations for mass gatherings—currently limited to fewer than 10 people. (See the “Updated Recommendations” tab [here](#).)

FACILITY CONSIDERATIONS

If possible, activities should be held in district-controlled facilities. This will help ensure management of proper hygiene and cleaning protocols. Using community/public facilities

reduces the district's ability to control who is coming and going on campus and ensure that appropriate health and safety protocols are being followed.

DROP-OFF AND PICK-UP

A process should be in place for drop-off and pick-up that: (1) enables a smooth flow of vehicles to reduce congestion; and (2) requires parents/guardians to stay a safe distance from staff and volunteers. If parents/guardians need to exit their vehicle, social distancing recommendations should be followed. To facilitate this, duct tape, masking tape, or spray paint can be used to mark six-foot increments on the ground.

Consider distributing a flyer to parents outlining pick-up and drop-off procedures, as well as expectations.

ADMITTANCE PROTOCOLS

The Trust recommends that students and staff/volunteers have their temperatures taken each day before being admitted to summer camps, and that anyone with a fever of 100.4°F or higher not be admitted. The temperature checks should be conducted in private, and those administering them should have adequate personal protective equipment (PPE).

Prior to admittance, individuals should be verbally screened to determine if they have been in direct contact with someone who has tested positive for COVID-19 in the past 14 days. If so, they should not attend or work at the camp. Similarly, individuals that exhibit any of the following symptoms (as specified by the CDC) should not attend or work at the camp:

- fever,
- sore throat,
- cough,
- chills
- muscle pain,
- new loss of taste or smell, or
- new shortness of breath.

Districts should maintain attendance records for all staff, attendees, and volunteers.

ORGANIZATION OF ACTIVITIES

Activities should be held in outdoor or open spaces. If outdoor activities are not possible, a larger indoor space with adequate air flow is best.

Large gatherings should be avoided; groups of less than 10 in each area, practicing proper social distancing, are recommended. To help with this, a cycling schedule could be implemented in which, for example, half of program participants attend an activity in the morning and the other half in the afternoon. Age group separation is another way of facilitating smaller groups. (Different age groups should be discouraged from congregating with each other.)

In planning activities, shared-use surfaces such as drinking fountains and keyboards should be avoided. The same holds for reusable drink containers that multiple people touch (e.g., large/Gatorade-type drink containers or dispensers). If communal surfaces are unavoidable, they should be regularly sanitized and maintained.

Food and drink should not be shared.

SUMMER CAMP STAFF RESPONSIBILITIES

Staff should be well acquainted with CDC and ADHS safety and prevention strategies, such as proper hand washing, social distancing, cleaning and disinfecting, etc. Staff should review this information with camp participants regularly, and should also:

- follow [CDC social distancing guidelines](#) while at work;
- [wear face coverings](#) when social distancing measures are difficult to maintain;
- be trained to identify and look for symptoms associated with COVID-19;
- be able to isolate and mitigate risk if a participant begins to exhibit symptoms; and
- use proper disinfecting supplies and personal protective equipment (PPE) as appropriate.

PARTICIPANT RESPONSIBILITIES

Camp participants should be capable of performing and be comfortable with the following:

- maintaining and monitoring their own health and safety, and the health and safety of those around them;
- identifying symptoms associated with COVID-19;
- abiding by social distancing standards, and wearing face coverings when social

- distancing measures are difficult to maintain;
- routinely cleaning and sanitizing their hands; and
 - avoiding contact or spread of respiratory droplets by appropriately covering coughs and sneezes.

CLEANING PROTOCOLS

The Trust recommends following the CDC's guidance on cleaning and disinfection for community facilities, found [here](#).

ADDITIONAL MEASURES TO CONSIDER

Below are additional guidelines that districts should take into account when making summer camp plans:

- Parents/guardians should be notified of and educated on the potential risks associated with their child attending a summer camp.
- The district should consider having medical staff on site to take temperatures, handle the distribution of medication, and assess medical needs as appropriate.
- Special consideration should be given to students who are at an elevated risk for having serious complications associated with COVID-19, such as those with pre-existing health conditions. In those circumstances, parents/guardians need to be familiar with [potential precautions](#) to keep their child as safe as possible (e.g., keeping the child at home, having the child wear a face covering at all times, etc.).
- To the fullest extent possible, staff members should remain with the same group of participants through the entire camp. Rotating participant groups through stations where they are in contact with several different staff members throughout the day or over the course of the camp should be avoided.
- Where possible, infrastructure should be built to encourage social distancing. Examples include spaced seating, signs, and marked standing spots.
- No overnight or sleeping camps should occur. If this cannot be avoided, close sleeping quarters, bus rides, and other high-risk social environments should be eliminated.
- Contingency plans should be put in place to address the following potential issues:
 - staff/participant begins to exhibit COVID-19 symptoms on-site;
 - staff/participant has confirmed positive COVID-19 test result;
 - the local area has a surge in COVID-19 cases; or
 - local, state, or federal government guidelines change.

CONTACT US

If you have any questions or concerns, you can reach out directly to your Trust and Alliance contacts (e.g., member services coordinator, loss control consultant, and/or claims adjuster). If you don't know who those contacts are, email the-trust@the-trust.org or call us at 800.266.4911.