



DAY CAMPS GUIDELINES

GENERAL HEALTH

1. Wear face coverings over nose and mouth
2. Maintain social distance of at least 6-ft.
3. Frequent hand washing

HR AND TRAVEL POLICIES

1. Employees shall not report to, or be allowed to remain at, work if sick or symptomatic

HEALTH MONITORING

1. Employers should make temperature checks available and post information about COVID-19 symptoms to allow employees to self-assess whether they have any symptoms and should consider going home
2. Have a wellness screening program for conducting in-person screening upon arrival as well as a mid-shift screenings for employee shifts greater than 5 hours
3. If employee reports having any COVID-19 related symptoms, they should remain isolated at home for a minimum of 10 days after symptom onset AND until feverless and feeling well (without fever-reducing medication) for at least 72 hours OR confirmed to not have COVID-19 via 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed
5. Any employee who has had close contact with a person who is diagnosed with COVID-19 should quarantine for 14 days

PHYSICAL WORKSPACE

1. Display signage at entry with face covering requirements, social distancing guidelines, cleaning protocols, and any reduced capacity limit, in multiple languages as needed
2. Hand sanitizer made available to participants, with hand sanitizer and/ or handwashing stations for each separate participant group
3. Day camp coordinator/ employees should refer to executive order for playground participant use
4. For water-based activities, refer to IDPH guidance

DISINFECTING/CLEANING PROCEDURES

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols on weekly basis
2. Frequently clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings)
3. Hand sanitizer made available to participants, with sanitization stations for each separate participant group

4. Minimize sharing of objects; if objects are to be shared, sanitize before and after use, including at the beginning and end of each day or in between groups
5. Keep participant personal belongings separated and in individually labeled areas

STAFFING AND ATTENDANCE

1. For indoor facilities, maximum occupancy of 50% of facility capacity permitted
2. Maintain groups sizes of 15 participants or fewer (limited to 10 children in programs with changing participants week-by-week). If practical, maintain ratio of 2 adults per group; if not, 1 floater employee may be assigned per every 2 groups
3. Multiple groups permitted at once as long as facilities allow for social distancing of participants and employees; 30-ft of distancing is maintained between groups; and areas for each group are clearly marked
4. No mixing of employees or participants between groups for the duration of the day camp. Exceptions include if there is a floater employee per every 2 groups or if the day camp runs on an alternating day/shift schedule, group leaders/employees may lead 2 groups across days/shifts maximum
5. Limit occupancy of common areas to allow for social distancing
6. Designate pool of substitute employees to replace employees as needed for full days only

EXTERNAL INTERACTIONS

1. Before allowing external supplier, volunteer or visitor to enter or wait in a designated area, ask whether the individual is currently exhibiting COVID-19 symptoms
2. Keep log of all external visitors who enter premises
3. No field trips, family-style meals or reusable dishware (except refillable water bottles)

CUSTOMER BEHAVIORS

1. Advance enrollment (e.g. no walk-ins)
2. Before being granted entrance, employees should ask whether participant is currently exhibiting COVID-19 symptoms
3. Maintain attendance log of participants
4. If providing transportation, interior of vehicle should be sanitized, hand sanitizer should be provided at the entrance of the vehicle, face coverings should be worn and social distancing should be maintained
5. Wear face covering except when eating, playing a musical instrument, or when outside and able to maintain a safe social distance