



Exhibit A to Health Officer Directive No. 2020-13b (issued 5/26/20; revised 6/5/20 and 6/9/20)

Best Practices for Summer Camps

Business name: _____

Facility Address: _____

You may contact the following person with any questions or comments about this protocol:

Name: _____ **Email or Phone number:** _____

Each business that is subject to Health Officer Directive No. 2020-13 must create, post, and educate Personnel regarding a Health and Safety Plan that addresses each item listed below. The business may use this form to indicate that each requirement is met or may create its own document that addresses each of these items. In the box at the end of the document, or on additional pages, the business should provide details such as explaining where items are posted, how it educates Personnel, or how it does other things that are required. If an item does not apply, the business should provide an explanation at the end of the document.

Summary of revisions. This document was amended on June 5, 2020 to: (1) refer to San Francisco Department of Public Health guidance about conducting health screenings of children, and when children who have exhibited symptoms my return to the program [Section 4.1 & 4.4]; (2) require children who develop a fever or become ill after arrival to be separated from other children and sent home as soon as possible [Section 4.7]; and (3) clarify that spaces smaller than 144 square feet per child or youth may be utilized as shared spaces for more than one group if the indoor space is separated by a room divider that prevents air circulation between the two spaces [Section 3.7].

1. Section 1 – Signage and Education:

- 1.1.** Post a copy of the Social Distancing Protocol at each public entrance to the facility or location.
- 1.2.** Post a copy of the Health and Safety Plan at each public entrance to the facility or location.
- 1.3.** Distribute to all Personnel copies of the Social Distancing Protocol and the Health and Safety Plan (or a summary of each item with information on how copies may be obtained) and any educational materials required by the Health and Safety Plan.
- 1.4.** Create and implement an education plan for all Personnel covering all items required in the Social Distancing Protocol and the Health and Safety Plan that apply to them.
- 1.5.** Update the Health and Safety Plan as appropriate while the Directive is in effect.

2. Section 2 – Requirement Regarding Personnel:

- 2.1.** Instruct all Personnel orally and in writing not to come to work or the facility if they are sick.
- 2.2.** Provide a copy of the attachment to this Exhibit, titled “Handout for Personnel (Employees, Contractors, Volunteers) of Essential Business and Other Businesses Permitted To Operate During the Health Emergency” (the “Attachment”), to all Personnel who regularly work at the facility or location in hardcopy format or electronically. PDF and translated versions of the Attachment can be found online at www.sfcdep.org/covid19 (open the “Businesses and Employers” area of the



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“Information and Guidance for the Public” section). If the Attachment is updated, provide an updated copy to all Personnel.

- 2.3. Review the criteria listed in Part 1 of the Attachment on a daily basis with all Personnel in the City who regularly work at the facility or location before each person enters work spaces or begins a shift. Instruct any Personnel who answered yes to any question in Part 1 of the Attachment to return home or not come to work and follow the directions on the Attachment.
- 2.4. Instruct Personnel who stayed home or who went home based on the criteria listed on the Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at www.sfdph.org/dph/alerts/coronavirus-healthorders.asp) before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on the Attachment.
- 2.5. In the coming weeks the Department of Public Health may issue guidelines requiring Summer Camps and other permitted businesses to comply with COVID-19 testing requirements for employers and businesses. Periodically, check the following website for any testing requirements for employers and businesses: www.sfcdep.org/covid19. If requirements are added, ensure that the Health and Safety Plan is updated and that the Summer Camp and all Personnel comply with testing requirements.
- 2.6. If an employee or other Personnel tests positive for COVID-19, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available online at sf.gov/business-guidance-if-staff-member-tests-positive-covid-19.
- 2.7. Provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. A sample sign is available online at <https://www.sfcdep.org/covid19/> (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section). Allow Personnel to bring their own Face Covering if they bring one that has been cleaned prior to the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day.
- 2.8. Provide a sink with soap, water, and paper towels for handwashing, for all Personnel working onsite at the facility or location. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, helping a child use the restroom, changing a child’s diaper or soiled clothes, when changing tasks, and frequently during each shift.
- 2.9. Provide hand sanitizer effective against COVID-19 throughout the facility or location for Personnel. Keep hand sanitizer out of the reach of young children, and supervise use. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who are on-site at the Summer Camp. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and



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Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19>.

- 2.10.** Frequently disinfect any break rooms, bathrooms, and other common areas throughout the day.
- 2.11.** Consider advising Personnel that it is recommended for them to change clothes and shoes before or upon arriving at home after a shift in order to reduce the chance of their clothing or shoes exposing anyone in the household to the virus and that such clothing should be cleaned before being used again. ã

3. Section 3 – Stable and Separate Groups of Children:

- 3.1.** Limit group size to 12 children or youth per room or space. A group can have no more than 12 children or youth, even if not all children or youth attend the program at the same time. For example,
 - o A Summer Camp may not have a group of 5 children who attend full-time, 3 children on Monday/Wednesday/Friday, and 3 children on Tuesday/Thursday (total of 11).
 - o A Summer Camp may not have a group of 8 children who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 16).
- 3.2.** Have a minimum of 2 staff persons per group. Minors ages 14-17 years of age who are employed as program staff, including interns, are considered staff and are not included in the maximum number of children per group.
- 3.3.** Keep children and youth with the same group each day, for the entire session, unless a change is needed for a child or youth’s overall safety and wellness.
- 3.4.** Assign children and youth from the same family to the same group, if possible.
- 3.5.** Keep staff with the same group to the greatest extent possible.
- 3.6.** If a program has more than one group of children or youth, each group should be in a separate room or space. Interactions between the groups should be minimized to the greatest extent possible.
- 3.7.** For large indoor spaces like gymnasiums or auditoriums, more than one group may use the space if:
 - o The space has at least 144 square feet (12’ x 12’) per child or youth, or about 1750 square feet for a group of 12;
 - o The designated areas for each group are clearly marked, and separated by a 10-12 foot “no-go” buffer zone that neither group uses;
 - o The space can be adequately ventilated, for example, by opening windows or doors;



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- Partitions (e.g., a gym divider curtain) are placed to keep air from flowing directly from one group to another; and
- Both groups are from the same Summer Camp.

A smaller square footage per child is permissible if the indoor space is separated by a room divider that does not allow air circulation between the two spaces.

When choosing activities that will take place in the shared space, consider the potential to create respiratory droplets or aerosols, and try to do higher-risk activities outdoors. For example, a vigorous game of basketball is higher risk than a quiet, sedentary activity.

3.8. Implement strategies to limit the mixing of children and youth. For example:

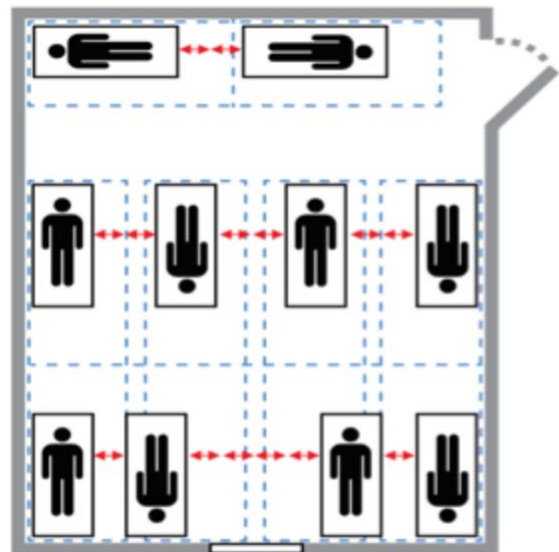
- Stagger playground time and other activities so no two groups are in the same place at the same time.

- Keep groups separate for special activities such as art, music, and exercising.

- Consider staggering meal/snack times. Considering having staff eat at separate times, so that they do not remove their face coverings at that same time as children, youth or other staff.

- Encourage individual activities like painting, crafts, and building with blocks, and other materials.

- Space children as far apart as possible, ideally at least 6 feet apart, for individual activities and especially during meals and snacks, when face coverings are removed.



- At naptime, place children's mats as far apart as possible, ideally at least 6 feet apart. Try to have children lie on their mats so that they are head-to-toe. (See diagram.)
- Involve children in developing social distancing plans, using chalk and materials like pool noodles and yarn to create personal space areas.
- Do as many activities as possible—including snack and meals—outside.
- Cancel or postpone special events that involve parents and families, such as festivals, holiday events, and special performances.
- Do not hold gatherings like campfires, sing-alongs, and other activities that bring large groups of children together, even if held outdoors.



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- 3.9. Sports with shared equipment or physical contact, like soccer, basketball, baseball, softball, and tennis may be played, but only within the same stable group of up to 10-12 children and youth. Clean equipment at least once a day.
- 3.10. Summer camp sessions must be at least three weeks long. Children and youth must attend the first week of the session. Those who do not attend the first week may not join the session later. Children and youth may choose not to attend for the entire duration of the program, but if they leave, their spot should not be filled by another child. These restrictions lower the chance of children and youth becoming infected with COVID-19 in one program, then going to another camp or returning to school before they develop symptoms, and spreading COVID-19 to another group.

4. **Section 4 – Symptom Screening for Children:**

- 4.1. Ask parent(s)/caregiver(s) and child about possible symptoms of COVID-19 as set forth in SFDPH guidance on COVID-19 Health Checks at Programs for Child and Youth available online at <https://www.sfdcp.org/covid19/> (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section).
- 4.2. Either (a) ask parents/caretakers to take a child’s temperature before arrival and report it; or (b) take the child’s temperature with a “no-touch” (infrared) thermometer upon arrival. For details on how to safely take a child’s temperature with a no-touch thermometer, see San Francisco department of Public Health’s Guidance Interim Guidance for Child Care Programs and Summer Day Camps, available at <https://www.sfdcp.org/communicable-disease/diseases-a-z/covid19whatsnew/>.
- 4.3. Look at the child or youth. Look for signs of illness like flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.
- 4.4. Children with symptoms or a fever should be sent home. Children may return to the facility when they meet the criteria set forth in SFDPH guidance on COVID-19 Health Checks at Programs for Child and Youth, available online at <https://www.sfdcp.org/covid19/> (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section).
- 4.5. Personnel conducting the screening should stand at least 6 feet away from the child and parent/caregiver.
- 4.6. Children who pass the screening should wash their hands with soap and water or clean their hands with hand sanitizer before they enter the building or program.
- 4.7. Children who develop fever or become ill after arrival must be sent home. Separate them from other children and keep them in a designated area for ill children until they can be picked up.

5. **Section 5 – Drop-Off and Pick-Up Procedures:**

- 5.1. Require that family members and caregivers wear face coverings when dropping off or picking up children, and at all times inside the Summer Camp’s facility or area.



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- 5.2. Staff should remain 6 feet apart from parents and caregivers.
- 5.3. Stagger arrival and drop-off times to limit contact between families, if possible.
- 5.4. Have staff greet children outside as they arrive. Place sign in stations (if any) outside, and provide sanitary wipes to clean pens between uses.
- 5.5. Consider curbside drop-off and pick-up, where staff come outside the facility to pick up the children as they arrive, and bring children outside to be picked up.
- 5.6. Encourage the same family member or designated person to drop off and pick up the child every day. Discourage grandparents and other older relatives from picking up children, if they are over 60 years old, since they are more at risk for serious illness.

6. Section 6 – Face Coverings:

- 6.1. All adults and youth 13 years and older should wear face masks or cloth face coverings at all times. This includes family members and caregivers waiting outside to drop-off or pick-up children.
- 6.2. Encourage children 3 to 12 years old to wear face coverings with adult supervision.
- 6.3. Do not use face masks or cloth face coverings for children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance.
- 6.4. Children should not wear face coverings at nap time.

7. Section 7 – Hygiene and Sanitation:

- 7.1. Encourage children, youth, and staff to wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially before eating, after going to the bathroom or diapering, or after wiping their nose, coughing, or sneezing.
- 7.2. Educate children, youth and staff about basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently.
- 7.3. Consider involving children and youth in making signs to remind people to wash their hands, cover coughs and sneezes, and stay 6 feet apart.
- 7.4. Establish a schedule for cleaning and disinfecting. In addition to regular cleaning, the space must be thoroughly cleaned and disinfected between use by different groups, for example, between sessions, with special attention to indoor eating areas where people have removed their masks.
- 7.5. Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may include doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.



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- 7.6. If surfaces are visibly dirty, clean them using detergent or soap and water before disinfecting them.
- 7.7. Use cleaning products according to the directions on the label. Most household disinfectants are effective. To see if a disinfectant is on the EPA's list of products that are effective against coronavirus, go to <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- 7.8. Keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.
- 7.9. Do not use toys that cannot be cleaned and sanitized.
- 7.10. Set aside toys that children have put in their mouths or that are otherwise contaminated by body secretions or excretions. Clean them by hand while wearing gloves. Clean first with water and detergent, rinse, then sanitize with an EPA-registered disinfectant, and air-dry.
- 7.11. Set aside toys that need to be cleaned. Place in a dish pan with soapy water or in a separate container marked for "soiled toys." Keep dish pan out of reach from children to prevent risk of drowning.
- 7.12. Do not share toys, arts and crafts materials, or school supplies (e.g., scissors, markers, pens, pencils, glue sticks, etc.) between groups of children and youth. Wash and sanitize toys before moving them from one group to another.
- 7.13. Machine-washable cloth toys should be used by one child at a time, or not be used at all.
- 7.14. Books and other paper-based materials like mail or envelopes, do not need additional cleaning or disinfection.
- 7.15. Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location.

Additional Information (use this space to provide additional information or attach extra pages as needed)