May 20, 2020

Dear Camp Owner and Operator,

Defiance County General Health District (DCGHD) is closely monitoring Coronavirus Disease 2019 (COVID-19). DCGHD is taking measures to minimize the impact within our county, and we appreciate the steps you have taken to protect our community.

The Defiance County General Health District (DCGHD) is closely monitoring Coronavirus Disease 2019 (COVID-19). New Orders signed by Ohio Department of Health Director, Dr. Amy Acton, have required specific sectors to operate under specific mandates and best practices named Responsible Restart Ohio. Those sectors shall follow these minimum level, sector specific requirements during operations.

DCGHD will be responsible for educating sectors on specific guidelines related to the Responsible Restart Ohio plan, and will respond to concerns from consumers, employees, and the public. The impact of COVID-19 has caused unprecedented challenges.

Review the enclosed guidelines for these different environments, and ensure employees are aware of these requirements.

- The sector specific guidance can be found at:
  - https://coronavirus.ohio.gov/responsiblerestartohio
- Responsible Restart Ohio Information and Guidance: https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/
- Food Safety Training at ServSafe: https://www.sersafe.com/Landing-Pages/Free-Courses
- Ohio Department of Health: https://coronavirus.ohio.gov
- County Updates, DCGHD: https://defiancecohealth.org/coronavirus
- Centers of Disease Control and Prevention: https://cdc.gov/coronavirus

Sincerely,

Jamie Gerken
Health Commissioner
Defiance County General Health District
At Drop-Off

- Day camp providers must ensure that children wash their hands upon entering their classroom. This may require providers to assist children with handwashing.
- Day camp providers must check the temperatures of all staff, children, and adults upon arrival. If any individual has a fever of 100 degrees or higher, they may not enter the facility.

During the Day

- Day camp workers must follow rigorous handwashing procedures as detailed in Appendix B to Ohio Administrative Code 5101:2-12-13.
  - Upon arrival for the day, after breaks and upon returning from outside.
  - After toileting or assisting a child with toileting.
  - After each diaper change or pull-up change.
  - After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.

Registration

- Registration documents should notify parents about new policies and procedures to prevent the spread of COVID-19.
- Day camp programs should ensure that all staff are up-to-date in CPR and AED trainings, as required, and that staff follow CDC guidelines when administering.

Recommended Best Practices

- Day camp workers should wear a cloth face covering, unless it is unsafe for them to do so.
  - Cloth face coverings should not be worn if the person has trouble breathing, is unconscious, is incapacitated, or they are unable to remove the mask without assistance; if they pose a choking hazard; if they result in increased face touching; or during nap time.

- Providers should modify pick-up and drop-off to ensure social distancing.
  - Providers may stagger drop-off and pick-up times to reduce contact between families.
  - Parent or caretaker should, when safe to do so, wear a mask for pick-up and drop-off.
  - The same parent or caretaker should conduct pick-up and drop-off each day.
  - Providers should conduct “curbside” pick up and drop-off where possible.
    - A single employee should operate child pick-up and drop-off, escorting all children to and from their classroom.
  - Day camp providers should limit parent and visitor entry into the facility.
  - Until a day camp provider can acquire a thermometer, providers may require parents and/or campers to self-attest to their temperature and symptoms.
  - Campers should limit the use of personal items from home during the camp day. If personal items are necessary, they should remain stored in a backpack or other storage bin, be used solely by the camper, and return home daily.
  - Parents may submit a signed waiver to the day camp provider allowing their child to walk to camp.

- Day camp providers should cancel all field trips, excursions, and large-group events such as parties.
- Day camp providers should, to the extent possible, prevent groups from mixing.
  - Children of the same employer, to the extent possible, should be in the same group.
  - Teachers should remain with their group throughout the day.
  - Support staff should only serve one group of children and should not “float” from room to room.

*Mandatory

- Day camp providers must operate under reduced staff to child ratios and maximum group size limitations at all times.
  - One day camp staff member per nine school-age children with no more than nine children in the room.
  - Employees must perform daily symptom assessment.*
  - Require employees to stay home if symptomatic.

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  - Require employees to stay home if symptomatic.

- Employers must check the temperatures of all staff, children, and adults upon arrival. If any individual has a fever of 100 degrees or higher, they may not enter the facility.

- Day camp workers must wear a cloth face covering, unless it is unsafe for them to do so.
  - Cloth face coverings should not be worn if the person has trouble breathing, is unconscious, is incapacitated, or they are unable to remove the mask without assistance; if they pose a choking hazard; if they result in increased face touching; or during nap time.

- Providers should modify pick-up and drop-off to ensure social distancing.
  - Providers may stagger drop-off and pick-up times to reduce contact between families.
  - Parent or caretaker should, when safe to do so, wear a mask for pick-up and drop-off.
  - The same parent or caretaker should conduct pick-up and drop-off each day.
  - Providers should conduct “curbside” pick up and drop-off where possible.
    - A single employee should operate child pick-up and drop-off, escorting all children to and from their classroom.
  - Day camp providers should limit parent and visitor entry into the facility.
  - Until a day camp provider can acquire a thermometer, providers may require parents and/or campers to self-attest to their temperature and symptoms.
  - Campers should limit the use of personal items from home during the camp day. If personal items are necessary, they should remain stored in a backpack or other storage bin, be used solely by the camper, and return home daily.
  - Parents may submit a signed waiver to the day camp provider allowing their child to walk to camp.

- Day camp providers should cancel all field trips, excursions, and large-group events such as parties.
- Day camp providers should, to the extent possible, prevent groups from mixing.
  - Children of the same employer, to the extent possible, should be in the same group.
  - Teachers should remain with their group throughout the day.
  - Support staff should only serve one group of children and should not “float” from room to room.

*Per the CDC, symptoms include cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, and new loss of taste or smell.
**Mandatory**

### During the Day cont.
- After cleaning or sanitizing or using any chemical products.
- After handling pets, pet cages or other pet objects that have come in contact with the pet.
- Before eating, serving or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.
- When visibly soiled (must use soap and water).
- Prior to departure.

- **Day camp attendees** must follow rigorous handwashing procedures as detailed in Appendix B to Ohio Administrative Code 5101:2-12-13.
  - Upon arrival for the day.
  - After toileting/diaper change.
  - After contact with bodily fluids.
  - After returning inside after outdoor play.
  - After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
  - Before eating or assisting with food preparation.
  - After water activities.
  - When visibly soiled (must use soap and water).
  - Prior to departure.

- **Day camp providers** may use non-permanent sinks to meet handwashing requirements.
- **Day camp providers** must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.

### At Pick-Up
- **Day camp providers** must ensure that children wash their hands prior to departure. This may require providers to assist children with handwashing.

### Physical Environment
- **Day camp providers** may use temporary walls to divide a room into smaller spaces to serve multiple groups, under limited circumstances.
  - The smaller space must contain at least 36 square feet of space per child.
  - The divider must be at least six feet in height.
  - The divider must be made from nonporous material or other material that can be sanitized.
  - The divider must meet any requirements set by the Department of Commerce, local building department, state fire marshal, or local fire safety inspector.

### Confirmed Cases
- **Day camp providers** must immediately notify the Department of Job and Family Services in writing if a child or employee test positive for COVID-19.
- Immediately isolate and seek medical care for any individual who develops symptoms while at the day care facility.
- Shutdown area for deep sanitation, if possible

**Recommended Best Practices**

- **Day camp providers** should stagger the use of any communal space, such as playgrounds, lunchrooms, and bathrooms. Providers should sanitize communal spaces between each group of children.
- When temporary dividers are used, day camp providers should ensure that groups do not mix.
  - Providers should use different entrance/exits for each group of students.
  - Providers should use separate sinks for each group of kids.
- To the extent possible, providers should use different bathrooms for each group.
- **Day camp providers** should sanitize toys after each use and remove toys that cannot be sanitized.
- **Day camp providers** should wear gloves while serving food.
- **Day camps** that operate exclusively outdoors should consider total camp capacity based upon best social distancing practices between groups and upon inclement weather circumstance.
- **Day camp providers** should follow additional Responsible RestartOhio guidance for outdoor activities and sports. This guidance is available at coronavirus.ohio.gov.
- In case of weather emergencies, move campers and staff to a secure area maintaining safe social distancing when possible. If safe social distancing practices are not possible during such period, masks or cloth facial coverings should be used.
- **Day camps** should stagger employee break times to prevent employees from congregating in break areas or common areas and to accommodate cleaning procedures.

- **Providers** should modify pick-up and drop-off to ensure social distancing.
  - Providers may stagger drop-off and pick-up times to reduce contact between families.
  - Caregiver should, when safe to do so, wear a mask for pick-up and drop-off.
  - Providers should conduct “curbside” pick up and drop-off.
- A single employee should operate child pick-up and drop-off, escorting all children to and from their classroom.
- Parents may submit a signed waiver to the day camp permitting their child to walk home from day camp.

- **Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.**
- **Once testing is readily available, test all suspected infections or exposures.**
- **Following testing, contact local health department to initiate appropriate care and tracing.**

Revised 5/19
Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.

Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.

Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.

Rinse hands well under clean, running water.

Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.
Please continue to protect yourself from all infectious diseases by using these precautions.

- Stay home when you are sick
- Avoid contact with people who are sick
- Get adequate sleep and eat well-balanced meals
- Wash hands often with water and soap (20 seconds or longer)
- Dry hands with a clean towel or air dry your hands
- Cover your mouth with a tissue or sleeve when coughing or sneezing
- Avoid touching your eyes, nose, or mouth with unwashed hands or after touching surfaces
- Clean and disinfect “high-touch” surfaces often
- Call before visiting your doctor
- Practice good hygiene habits

Clean all “high-touch” surfaces every day

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Additional information from the Centers for Disease Control and Prevention: https://www.cdc.gov/coronavirus/
Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid touching your eyes, nose, and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

For more information: www.odh.ohio.gov

STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like influenza and COVID-19.