

Department of Children and Families

Guidance for Licensed Day Camps for Children

This Licensed Day Camp guide provides recommendations and considerations for programs as they prepare to open. Due to the vast differences in the levels of spread of COVID-19 throughout the state of Wisconsin, as well as the unique ways in which each day camp runs, programs should use independent decision making while consulting these guidelines as they determine their ability to open and the capacity of children and staff they can serve while keeping them safe and healthy. Please stay in contact with your Licensing Specialist regarding questions for your individual program, as well as to notify of program closure. All closures should be entered in the Child Care Provider Portal indicating this status.

General Guidance:

Individuals should NOT provide child care, or visit child care programs if they:

- Are showing symptoms of COVID-19
- Have been in contact with someone confirmed or suspected of having COVID-19 in the last 14 days

Consider scheduling camps that run for extended periods of time rather than several one- to two-week camps to avoid the mix of children and staff within a group.

All nonessential visitors and volunteers should be restricted from access to the camp and children in care.

Group Size/Ratio:

Programs can operate up to their licensed capacity. The 50:10 rule no longer applies.

- Physical distancing within groups should be followed as much as possible.
- Children and staff may not comingle, and children and staff may not change groups.
- Close communal use spaces such as dining halls and playgrounds if possible; otherwise stagger use and disinfect in between use.

Health: Screening and Preventing COVID-19

Children and staff should not be at the day camp with a temperature of 100.4 or above, or other [symptoms](#). Staff and children's health should be monitored daily.

Child Health: Intake Screening and Assessment

Have a screening plan in place to ensure children and staff who have signs or symptoms of COVID-19 do not come to camp. CDC provides three methods to consider using; choose the method that fits best for your program to meet the health and safety needs of your staff, families, and community.

Method 1: At home temperature

Child's temperature is taken at home, a parent/guardian confirms there is no illness, no medication has been given to suppress a fever, and the camp staff completes a visual health inspection (if thermometer access is a concern, as well as ability to accurately read the thermometer).

Method 2: Barrier/partition control

Staff stand behind a physical barrier while completing a visual wellness inspection of the child and reach around barrier to conduct the temperature

screening, clean and disinfect thermometer in between uses, and confirm that the child has not been given medication to suppress a fever.

Method 3: Staff with full Personal Protective Equipment

The [CDC](#) provides detailed information on using method 3. We caution that using this method may require extensive amounts of PPE that may not be available at this time.

If a child becomes ill while at the facility:

- Program provides an isolated space for child to rest while waiting for arrival of parent/guardian.
- Ensure the program has adequate space for a child to remain isolated.
- Staff person, wearing a mask and gown stays with the child while awaiting parent/guardian's arrival.
- Parent/guardians agree to pick a child up immediately when contacted if child becomes ill.

Staff Health: Intake Screening and Assessment

- Staff temperature is taken upon arrival.
- Staff are not permitted if showing signs of fever (above 100.4), or other [symptoms](#).

Preventing the Spread

Handwashing and Hygiene:

- Practice frequent handwashing and advise children, families, and staff to avoid touching their eyes, nose, and mouth with their hands.
- Provide visual aids reminding of proper procedures:
 - <https://www.cdc.gov/handwashing/posters.html>
 - <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

Children's Belongings:

- Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas, or send them home each day to be cleaned. Discourage children from bringing extra toys or materials from home.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.

Physical Distancing:

- Defined as keeping space between yourself and other people, at least six feet of space is recommended by the CDC.
- Arrange furnishings, both indoors and/or out, to allow for at least 6 feet of distance between children whenever possible.
- When planning activities, be intentional about ensuring the activity can be done without being near others.

Face masks and Cloth Face Covers:

- It is recommended that when in the community, if physical distancing is not possible, face masks should be worn by children and adults. This would include camp settings. Face masks should not be worn while engaged in physical activity.

Food Service:

- All food service workers should have PPE

- Family style meal service is not recommended. It is recommended that staff serve food using gloves or individual pre-plated meals are provided.
- Children should be seated with at least 6 feet of distance in between each whenever possible
- Encourage staff to sit with and talk to children, serving as role models and offering support and normalcy during traumatic times.
- Drinking fountains are not recommended at this time. Children can be encouraged to bring their own water bottles labeled with their name from home, facilities can provide disposable cups or cups labelled with children's names.
- The CDC offers additional guidance on [food preparation and meal service](#).

Response and Management of Cases:

- Contact the health department if a child or staff become ill. They will walk you through your next steps. You can find your local health department contact through DHS' website, <https://www.dhs.wisconsin.gov/lh-depts/counties.htm>.

Cleaning and Disinfecting:

Cleaning is physically removing the dirt, debris, and sticky film by washing, wiping, and rinsing.

Disinfecting kills nearly all germs on a hard, non-porous surface when applied correctly. Prior to disinfecting, cleaning must be completed. **Note:** Disinfecting is different than sanitizing. Sanitizing reduces the number of germs through a cleaning process while disinfecting uses chemicals to kill germs.

- Discourage families from bringing materials/toys from home
- Frequency of Cleaning – it is recommended the following be disinfected daily:
 - Doors/cabinets
 - Hard surfaces, including eating surfaces
 - Toileting and changing areas
 - High traffic areas and high-touched surfaces should be cleaned on a regular and more frequent basis
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.
- To clean and disinfect school buses, see [CDC guidance for bus transit operators](#).

For additional cleaning and disinfecting information see the following:

- DCF's publication: [Cleaning, Sanitizing, and Disinfecting in Child Care Settings](#)
- CDC's website: [Cleaning and Disinfecting for Households](#)

Critical to opening is ensuring adequate program supplies. Consider the following program supply list provided by Environmental Health & Engineering, Inc. (EH&E):

Hand soap—Anticipate an order of approximately 50% more than a typical camp season. Example: If you typically buy 1 gallon, then order 1.5 gallons.

[EPA approved disinfectants](#)— Order approximately 100% more than a typical camp season. Example: If you typically buy 10 gallons, then order 20 gallons.

Hand sanitizer supplies and stations—Anticipate 0.5 fl. oz. per camper and staff member per day. Example: 100 people at a camp will need approximately 50 fl. oz. per day.

Surface cleaning and disinfectant wipes—Order approximately 100% more than a typical camp season. Example: If you typically buy 10 containers, then order 20 containers.

Paper towels—Anticipate an order of approximately 50% more than a typical camp season. Example: If you typically buy 100 rolls, then order 150 rolls.

Cleaning spray bottles—May be needed to dilute, mix, and apply U.S. Environmental Protection Agency (EPA) approved cleaner.

Children's Records:

Licensed day camps shall maintain children's records as required by DCF 252.41(4).

Activities:

Parks and Playground Equipment

- Camps should follow the directions of their local health department's current restrictions.
- Playground equipment should be disinfected at least daily.
- If allowed, camps may use the areas of the parks that are open for use but should maintain social distance from other groups of people.

Materials:

- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single camper)

Transportation:

- Day camps should follow CDC guidelines on cleaning and disinfecting.
- Driver guidance can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html>
- Programs should be mindful of manufactures guidelines for safety equipment (safety straps, seatbelts, car seats, booster seats, etc.) and features when cleaning and disinfecting. The manufacture's guidelines should be followed and may determine if such cleaning and disinfecting practices are allowed.
- If providing transportation, consider whether children can physically distance themselves 6 feet from the next person.
- Avoid using the recirculated air option for the car's ventilation during passenger transport; use the car's vents to bring in fresh outside air and/or lower the vehicle windows.

Staff Records and Background Checks:

On March 31, 2020, DCF paused the child care fingerprint requirement during the State Public Health Emergency and implemented name-based background checks for any new individuals added to the Child Care Provider Portal or iChildCare. DCF will continue to conduct name-based background checks now as well as during the first phases of [Badger Bounce Back](#). However, if there is an open Fieldprint location in the area, individuals may schedule and complete the fingerprint requirement at this time. To see if there is an open Fieldprint site in your area, go to <https://www.fieldprintwisconsin.com>.

Beginning in [Phase 3 of Badger Bounce Back](#), DCF will resume requiring fingerprints. Individuals with a temporary emergency background check will have 30 days to complete fingerprints to maintain their eligibility.

A name-based check can be obtained through the [Child Care Provider Portal](#), [iChildcare](#), or by calling the Child Care Background Check Unit at 608-422-7400.

Staff Qualifications:

Licensed day camps shall follow rules for staff qualifications as required by DCF 252.42.

CPR/AED Training

[DHS lists approved agencies that offer CPR/AED and first aid classes required for licensing](#). Child care providers can look for current online courses that are being offered on those agencies' websites. The [American Red Cross website](#) also indicates that there is a new free online 120 day certificate extension course to extend any base level certifications that expire between March 1st – June 30th.

Communication: It is highly encouraged that all camps post signage at the entrance of facilities reminding individuals experiencing COVID-19 symptoms to stay at home.

Families:

- Update emergency contact information.
- Inform families about updated policies and procedures during the COVID-19 pandemic.
- Check in with families regarding food securities, financial stability, housing, etc., and provide resources for assistance when possible.
- Encourage families to choose one person who will pick up and drop off children to limit the number of people at the facility.
- Consider setting up drop off and pick up locations outside of the facility.

Staff:

- Ensure staff are aware of and trained on updated policies and procedures.
- Provide training on developmentally appropriate practices for the age group staff will be interacting with, including providing and planning activities that are developmentally appropriate.
- Offer flexible sick time policies when possible.
- Pre-camp training is still a requirement. Plan to conduct as much of the pre-camp training as possible in a virtual format.
- Discourage staff from sharing work equipment (desks, phones, equipment) when possible or disinfect in between uses.

Children:

- Talk with children about what COVID-19 is, ways to stay healthy, and provide visual reminders when possible to help them understand the changes they will see at camp. Resources such as the [How to Protect Yourself and Others](#) brochure from the CDC or [the Reduce the Risk of COVID-19](#) brochure from the California Childcare Health Program may be helpful.

Vendors:

- Establish procedures for vendors that avoid the delivery person entering the facility. Ensure the vendor is aware of the new procedure.
- Utilize curbside pickup of physical goods whenever possible.

Local Health Dept:

- Have local Public Health contact information easily accessible. Contact local Public Health if a child or staff from your program tests positive for COVID-19.
- Local health departments can be found here: <https://www.dhs.wisconsin.gov/lh-depts/counties.htm>.

Additional Resources:

- Center for Disease Control (CDC) [Guidance for Schools and Child Care Programs](#)
- Center for Disease Control (CDC) [Camp Decision Tree](#)
- Wisconsin Department of Children and Families (DCF) COVID-19 [Resources for Child Care Providers](#)
- American Camp Association [COVID-19 – Resource Center for Camps](#)

Sources: Department of Children and Families Child Care Licensing Rules, American Academy of Pediatrics, American Camp Association, Office of Child Care, Center for Disease Control, Environmental Health and Engineering supply list