To summer youth camp operators in Gallatin County:

Montanans have succeeded in limiting the spread and impacts of COVID-19 by working together and following guidance that has been provided by Gov. Bullock and local health officials. This has presented an opportunity to move to Phase 2 of the Reopening the Big Sky strategy. Under that guidance, day camps and youth sports camps may operate with strong precautionary measures as identified in the guidance below. We encourage all summer camp operators to read this guidance and the Governor’s Phase 2 Directive and make efforts to the greatest extent feasible to practice physical distancing in gatherings of any size, to stay home when sick, to practice good hand hygiene, and to frequently clean and sanitize frequently touched surfaces. Your role as camp operators amid a pandemic is significant and presents myriad challenges. Our goal in providing these guidelines is to do everything we can to support your efforts to keep yourself, your staff, your participants and our community safe and healthy.

This document outlines minimum requirements, a list of recommendations, and ideas and strategies that you should consider. Requirements outlined are from the Governor’s Phase 2 Directive and the Gallatin City-County Board of Health Emergency Rule 2020-004 (5.28.2020). We also recognize that the nature of working with kids and operating in Montana summers presents challenges to your efforts. We understand that following the requirements and recommendations will be difficult and we acknowledge that no location will do this work perfectly all the time. With that in mind, we are here to support your efforts and have supplied a list of resources at the end of this document and have resources on our website for easy access and sharing.

We also recognize that each program is unique and that there is no one-fits-all plan. Each camp should determine how these guidelines and recommendations will fit within their program and operations. If you have additional questions please contact us at 548-0123 or email us at callcenter@readygallatin.com

Sincerely,

Matt Kelley, MPH
Health Officer
Gallatin City-County Health Department
Minimum Requirements

Sick Policies

1. Implement temperature checks and/or symptom screening of all staff and volunteers at the beginning of each shift. You can but do not have to include a temperature check if a thermometer is unavailable to you. While infected people without symptoms can also spread the disease, this check is important to ensure that visibly sick, potentially contagious people get tested, stay home and are not at the workplace. Symptoms include cough, difficulty breathing, fever, chills, body aches, sore throat and new loss of taste or smell. For more information about health assessments, including the current CDC list of symptoms, go here.

2. Require anyone (participant or staff) with COVID-19 symptoms to stay in isolation/go home when safely possible. Typical symptoms are those listed above.

3. Campers and staff should receive instructions to report any symptoms as soon as they appear. Instructions should include who they need to report to at the camp.

4. Prior to the start of your program, remind staff and campers to not attend if:
   a. They have tested positive for COVID-19.
   b. If they are showing any symptoms.
   c. If they have been in contact with someone who has tested positive.
   d. Have been told to quarantine for any reason.
   e. Are awaiting test results.

Exclusion due to Required Quarantine or Isolation:

- Participants, staff, or volunteers who have been contacted by the Health Department because they are a close contact of a confirmed COVID-19 case will be under the direction of a public health nurse for isolation, quarantine, and symptom monitoring. If required to isolate or quarantine, they cannot attend camp.

Cleaning and Sanitation

1. Develop a cleaning and sanitizing plan, which includes at minimum an evaluation of your facility and what areas and surfaces should need a routine cleaning, and which surfaces will need to be cleaned and disinfected. Your plan should also include how to maintain your strategy throughout the duration of your summer program. (CDC Guidance: Reopening Guidance for Cleaning and Disinfecting: https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)
A list of sanitizers effective for COVID-19 is located on the EPA website: [https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2). Be sure to strictly follow specified contact times and mix rates.

**Note:** “Cleaning” entails washing with a detergent and water to remove soil, organic matter, and some microorganisms from a surface. Following a detergent and water wash, “disinfecting” entails use of an (EPA)-approved disinfectant that must be applied in accordance with product manufacturer guidelines. A bleach solution at a disinfecting concentration of 1/3 cup bleach per 1-gallon water will also work.

**Increased Frequency of Cleaning:**

**Communal Spaces (vehicles, class rooms)**
- **Good practice:** Cleaning and disinfecting communal spaces at least daily.
- **Best practice:** Cleaning and disinfecting of communal spaces between groups.

**Shared Items (art supplies, games)**
- **Good practice:** Cleaning and disinfecting of shared items between uses.
- **Best practice:** Assigning items where possible to reduce the quantity of items shared. Also, cleaning and disinfecting of shared items between uses.

**Frequently Touched Surfaces (door knobs, tables, counters)**
- **Good practice:** Cleaning and disinfecting frequently touched surfaces and common spaces at least daily.
- **Best practice:** Cleaning and disinfecting frequently touched surfaces and common spaces multiple times daily.

**Toilets, Showers, Restrooms**
- **Good practice:** As with other frequently touched surfaces, toilets, showers, and restrooms are cleaned and disinfected daily.
- **Better practice:** High-touch surfaces including toilets, showers, and restrooms are cleaned and disinfected more than once per day.

**Group Size**

- Avoid gathering in groups of more than 50 in circumstances that do not readily allow for appropriate physical distancing. A group includes staff, participants, and parents/spectators. For camps, this translates into dividing larger camps over 50 into smaller groups who will as much as possible, keep completely separate from other groups during the camp. When possible, do not have staff or children change groups during the camp. The idea is to limit the number of people any one person has close contact with both to reduce the probability of exposure to COVID-19, and to allow for the quick identification of close contacts should someone from the camp test positive for the disease. The smaller the group size, the easier this can be accomplished.

**Camp Venue:**
- Depending on where your camp is held, other requirements may apply. For instance, there are additional requirements and recommendations for gyms, pools, theaters and places of assembly. See the [Governor’s Directive](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2) and additional guidance on our website.
Physical Distancing:

- Physical distancing of at least 6 feet must be maintained between different families/guardians during drop-off, check-in, and pick-up.
- Physical distancing of at least 6 feet must be maintained between individual groups of 50 (see group size limits for more information).
  - Ensuring the above may require you to:
    - Arrange for alternate drop-off and pick-up times between different groups.
    - Arrange for different check-in locations for different groups.

Recommendations

Pre-Program Communication and Expectations

- Provide a written plan/letter and distribute to families/guardians and campers to explain rules and guidelines for campers and families/guardians to follow during their time at camp regarding social distancing, symptom screening, sanitation and disinfection of common surfaces.

- Post relevant signage in appropriate places where campers and families will be reached. Examples include:
  
  - COVID-19 Information
  - Handwashing
  - Cough Etiquette
  - Symptoms Associated with COVID-19 (HEALTHY GALLATIN)
  - Stop the spread of germs
  - Physical distancing

- Consider if and how to honor requests of parents/guardians who may have concerns about children attending programs due to underlying medical conditions of their children or others in their home.

- We recommend developing a withdrawal/refund policy that responds to accommodating the needs of COVID at-risk children and families and flexible refund policies for sick participants.

On-going health assessments for participants

- Consider developing a set of standardized questions and procedures for your camp operations that are appropriate for your participants to conduct on-going health assessments of campers for COVID-19 symptoms. A sample process is outlined below:
  
  a. Ask the individual if they have any COVID-19 symptoms
     
  
  b. Next, check the temperature of the individual according to camp processes using an appropriate thermometer of choice. Refer to the original instructions provided with
the thermometer. Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each camper and/or staff member.

c. If a camper or staff member is suspected to have COVID-19 based on this assessment, place a face mask or cloth face covering on the individual. Isolate the individual by separating symptomatic individuals by at least 6 feet. The area for individuals with symptoms should be at least 6 feet away from other areas or in a separate room.

d. Notify camp management, parents/guardians so they can be picked up as soon as possible.

Note: If a staff member or camper is identified as having a potential or confirmed case of COVID-19, the Gallatin City-County Health Department will carry out “contact tracing” immediately to determine the potential or confirmed case’s contacts with other campers or staff members over the previous two or more days. Assessing and informing those with potential exposure is a fundamental control strategy for minimizing spread within a group or camp population that will be carried about the health department. CDC defines close contact as interactions within 6 feet for more than 15 minutes.

Group Size
- It is recommended that camps organize into the smallest practical group size and to the extent possible keep groups consistent and stable throughout the camp program. The smaller the group size the better. We do not recommend any camp group size larger than 25 participants for primarily outdoor activities, or 15 participants per indoor group.
- To the extent possible, maintain consistent counselor assignments for groups and activities. Where possible, keep family members in the same group.
- To the extent possible minimize mixing between groups. If groups must mix, consider other mitigation methods such as outdoor activities, increased ventilation in buildings, physical distancing of at least 6 feet between groups.
- In gyms or shared space keep “groups” separate with appropriate physical distancing (6 feet minimum between groups). Remember: proximity and time are important factors in assessing risk of transmission. The more kids mix, the more risk for transmission. If campers are in a shared space together on a regular basis it may help to have them sit or stand in the same spot each day (like a seating chart in school) in order to limit exposures and assist contact tracing if a case is identified. This practice may allow public health professionals to quarantine a smaller number of campers or staff during a contact investigation of a known case.
- Staggered meal times are recommended depending on the size of the facility and its ability to allow social distancing between groups. Consider dining outside in small, stable groups of participants if possible and weather permits.
- Staggered check-in and check-out times is also recommended.

Face Masks
- We recommend campers and employees consider wearing clean, well-fitting face masks when physical distancing is not possible such as during transportation or indoors when groups must mix. The use of face coverings is only recommended if age and developmentally appropriate, and when there are no medical limitations exacerbated by face coverings. It
may not be reasonable to expect small children to keep masks in place, or for any children to wear them during rigorous physical activity. Communicate with parents ahead of time on the recommended times children may be asked to wear face coverings.

- We recommend having adult employees wear face masks while working, when practical and when social distancing is difficult to maintain.

**Hand Washing and Hygiene**

- We recommend having a handwashing schedule/plan formalized in your program planning.
- We recommend providing hand sanitizer/hand sanitation stations for campers.
- We recommend front loading and teaching specific hand-washing process to participants and staff.
- Encourage all to cover their coughs or sneezes.
- Have specific people dedicated to food distribution after they have properly cleaned their hands.
- Use gloves or tongs when preparing or distributing any food to avoid bare hand contact.

**Program Location Facility**

- We recommend programming outdoor activities and time as much as possible.
- We recommend reducing or eliminating field trips to other indoor facilities or visiting locations with high traffic and other groups.

**Snacks and Meals**

- We recommend regulating and when possible eliminating participants sharing food between non-household family members.
- Assign seats/places to campers so they occupy the same seat at each meal.
- Make hand washing stations available for campers. Wash their hands with soap and water prior to eating. If handwashing is unavailable, use an alcohol-based hand sanitizer containing at least 60% alcohol.

**Transportation**

- Use walking and biking to locations as much as possible.
- Consider eliminating transporting participants in shared vehicles.
- If you use shared transportation, we recommend disinfecting all shared program vehicles pre and post use following CDC Guidelines found here: [Transportation](#)
- Have windows open, circulation system on and operate vehicles at half maximum capacity for larger buses and for smaller buses consider spacing out one rider per seat.

**Ideas and Strategies**

**Hand Washing Facilities:**

- Add portable hand washing stations where access to a plumbed hand sink may be limited. An example of a portable hand washing station for outdoor camps can be found here: [https://www.nrs.com/product/71208.01/down-river-hand-wash-station](https://www.nrs.com/product/71208.01/down-river-hand-wash-station)
Sports and Games

- We recommend that sports and games be modified, promoting physical distancing and eliminating touching of shared objects with hands or head. Post signs to remind attendees to go home if they have any signs of illness and to socially distance whenever possible.

Biking, Hiking, Walking, Running

- Reducing group sizes and increasing staffing to promote supervision of physical distancing.
- Consider making crafts pre trip that help kids distinguish 6 feet – examples include soft noodles in the front of bikes that are decorated like jousting, hats with spacing indicators, ropes for younger participants that have hand-holding loops 6 feet apart.

Acting, plays, drama, improvisation comedy

- Consider formatting sets and scripts to minimize close face-to-face contact and to provide physical distance where practical.
- Consider developing programs that purposely include physical distance as part of the development of plot or subject matter.

Rafting/canoeing/kayaking

- Consider increasing number of crafts used to provide adequate physical distancing and reducing number of people in craft.

Crafts and Art

- Consider giving participants individual supply bags each week of program instead of utilizing group supplies.
- Consider for specific projects that include additional supplies, set-up in individual spots for the participants to complete these projects without sharing supplies. Staff will have these projects prepped individually and ready to set up for each project.

Sports examples

- Kickball, baseball/softball activities utilizing forced out rules in place of tagging
- Soccer – zone defense in place of physical contact defense, kick-ins in place of throw ins, smaller goals for foot only goal keeping, no heading of the ball
- Basketball – dribbling drills, zone defense, shoot outs, skill building games

Camping and Overnight Trips

- Reduce group sizes to make sanitation easier.
- Encourage the use of individual camping items such as individual tents, camping gear, eating utensils, etc.
- When individual tents are not used, consider using a large tarp with sleeping mats spaced 6 feet apart.
- If preparing meals, have one person in charge of distributing food to avoid sharing of items. No buffet style or family style meals are allowed. Ensure all equipment and utensils are cleaned and sanitized using the 3 step method: 1) hot soapy water wash 2) rinse 3) sanitize in 50-100ppm bleach (1/4 teaspoon of bleach to 1 quart of water) followed by an air dry. Bins can be used to mimic sinks.
Additional Resources:

CDC Guidance: How to Clean and Disinfect
CDC – Talking to children about COVID
List of COVID Approved cleaning supplies
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
CDC information on face masks/coverings
# COVID-19 Symptom Check for Employees

**Business Name:**          **Date:**

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<tr>
<th>Employee Name</th>
<th>New Dry Cough?</th>
<th>New Shortness of Breath Or Difficulty Breathing?</th>
<th>Any Other Symptoms of Concern? <strong>IF THE EMPLOYEE HAS TWO OR MORE OF THESE SYMPTOMS, THEY SHOULD NOT WORK</strong></th>
<th>Person In Charge Signature</th>
<th>Able to Work? (Yes/No)</th>
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**Were all employees screened today?** YES  NO

**Person in Charge Signature**

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**Other Symptoms of Concern Include:** Fever (above 100.4° F), Chills, Repeated Shaking with Chills, Muscle Pain, Headache, Sore Throat, New Loss of Taste or Smell
IF THE EMPLOYEE HAS TWO OR MORE OF THESE SYMPTOMS, THEY SHOULD NOT WORK
Gallatin City-County Health Department

SELF MONITORING GUIDELINES FOR COVID-19

Please self-monitor for COVID-19 symptoms per your employer directive.

SELF-MONITORING MEANS ASSESSING YOURSELF FOR VIRAL SYMPTOMS. PEOPLE WITH THESE SYMPTOMS OR COMBINATIONS OF SYMPTOMS MAY HAVE COVID-19. SYMPTOMS MAY APPEAR 2-14 DAYS AFTER EXPOSURE TO THE VIRUS.

- Cough
- Shortness of breath

Or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

IF IN YOUR SELF-MONITORING YOU IDENTIFY THAT YOU HAVE A FEVER OR FEEL SYMPTOMS, OR IF YOU HAVE BEEN NOTIFIED THAT YOU ARE A KNOWN CONTACT OF AN INDIVIDUAL WHO TESTED POSITIVE FOR COVID-19, YOU MUST DO ALL OF THE FOLLOWING:

- If you’re symptomatic, seek medical advice. If your provider determines your symptoms are consistent with COVID-19, they will recommend that you be tested.
- Immediately contact your supervisor and if you are at work, go home.
- If your symptoms are severe, please call your primary care doctor, report to the emergency department, or call 911.
FEELING SICK?
STAY AT HOME WHEN YOU ARE SICK!

If you feel unwell or have the following symptoms, please leave the building and contact your health care provider.

DO NOT ENTER if you have:

FEVER
COUGH
SHORTNESS OF BREATH

Find more information at healthygallatin.org/coronavirus-covid-19