

**DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER  
PROTECTION NOTICE OF PROPOSED GUIDANCE DOCUMENTS**

Pursuant to section 227.112 of the Wisconsin Statutes, the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) is hereby accepting comments on the proposed guidance document:

**Guidance for Recreational and Educational Camps during COVID-19**

**LOCATION OF PROPOSED GUIDANCE**

Proposed guidance document may be reviewed by accessing:

[https://datcp.wi.gov/Pages/About\\_Us/GuidanceDocuments.aspx](https://datcp.wi.gov/Pages/About_Us/GuidanceDocuments.aspx)

**SUBMITTING PUBLIC COMMENTS**

Public comments on proposed or adopted guidance document may be submitted by accessing:

[https://datcp.wi.gov/Pages/About\\_Us/GuidanceDocuments.aspx](https://datcp.wi.gov/Pages/About_Us/GuidanceDocuments.aspx)

**DEADLINE FOR SUBMISSION**

The comment period will run no fewer than 21 days after the publication of this document in the Administrative Register.

**AGENCY PUBLICATION**

The attached guidance document contains statements or interpretations of law under the following applicable provisions of federal law or the applicable state statutory or administrative code provisions: Wis. Stat. ch. 97.615(2)(b), Wis. Admin. Code, ch. 78.

**CERTIFICATION**

Pursuant to the authority delegated to me by the Secretary, I have reviewed the attached guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.



\_\_\_\_\_05-28-2020\_\_\_\_\_

Steve Ingham  
Administrator  
Division of Food and Recreational Safety



Wisconsin Department of Agriculture, Trade and Consumer Protection

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GUIDANCE DOCUMENT

## Guidance Document Title: Guidance for Recreational and Educational Camps during COVID-19

*This guidance document is based on Wis. Stat. ch. 97.615(2)(b) and chapter(s) ATCP 78 Wis. Admin. Code. This document is intended solely as guidance, and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations, and is not finally determinative of any of the issues addressed.*

57 (DFRS)

*Steven C. Ingham*

May 28, 2020

Steven Ingham, Ph.D. - Administrator, Division of Food and Recreational Safety

DATE

Contributors:



# Division of Food and Recreational Safety

May 20, 2020

## Guidance for Recreational and Educational Camps during COVID-19

The following guidance is for recreational and educational camps that have chosen to operate this summer:

### General guidelines

Follow the Centers for Disease Control and Prevention guidance for the operation of recreational and educational camps when posted (see “Resources” at the end of this document), starting with the CDC’s [decision tree](#). The CDC will post more detailed guidance as it is developed.

Following [Wis. Admin. Code § ATCP 78](#) moves camps in the right direction for meeting the challenges of COVID-19. There are other actions you should take to prevent the virus from affecting camp.

*Reminder: Camps must follow any local public health orders that would prohibit businesses, including recreational and educational camps, from operating.*

### **1. Recommendations for screening before entering camp**

Initial screening means keeping campers who may have the virus from coming to camp. There are a couple of places where screening may occur: before the campers and staff leave for camp, and when they arrive at camp. In-camp screening is designed to detect illness and prevent its spread after a camp session has begun.

- Anyone with [symptoms as published by CDC](#) should not enter camp.
- Anyone who has been in contact with someone with confirmed or suspected COVID-19 should not enter camp.
- Camp personnel should take temperatures of employees, volunteers, campers and participants as described in [guidance prepared by the American Camp Association](#). Anyone with a fever of 100 degrees or higher should not enter camp.
- Stress screening before *departure* to camp, when arriving at camp and, as appropriate, conduct in-camp screening during the camp session.
- Make sure your standing orders include recommendations from your consulting physician on what to do when a camper, staff member, visitor, vendor or other employee exhibits COVID-19 symptoms.

### **2. Recommendations for planning and preparedness**

- Each camp should have a risk management plan that describes enhanced surveillance for illness, cleaning and sanitizing, and isolation and quarantine of affected campers and staff. The plan should address the following areas for campers and staff: screening, planning, distancing, health, cleaning and sanitizing, and food service.



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- Camps are required by ATCP 78 to maintain a camp register. Each camp must be able to reach, or facilitate, a local public health department or DATCP reaching any camper, staff member, member of a camp user group, or their parent or guardian for the purpose of contact tracing or other public health reason. The register should include name, telephone, physical address and email address
- It's advisable to include COVID-19 when preparing your written plans for isolation and quarantine. Remember that you may need to isolate and quarantine more than one person until they can be picked up by a parent or guardian.
- Augment pre-camp agreements with parents/guardians and staff to tactfully but clearly state that the camp reserves the right not to admit people who pose a communicable disease risk to others.
- Develop plans for notifying parents and guardians if there is a need to take a sick child home.
- Monitor staff absenteeism and have a roster of trained back-up staff and plan for supervision.
- It is highly encouraged that camps restrict mixing between groups.
- Consider modifying meal times and dining rooms to provide adequate physical distancing.
- When possible, encourage campers and staff to eat meals outside in smaller groups, and consider staggering meal times.
- Ensure that when campers and staff need to line up at meal or other times, there is adequate space to allow distancing.
- Avoid field trips, inter-group events, and extracurricular activities where physical distancing cannot be maintained.
- Restrict nonessential visitors and volunteers.
- Make sure distancing is used when staff interact with any delivery or other service personnel.
- Consider holding as many activities as possible outdoors.
- Create field games or other outdoor activities that naturally lend themselves to wider spacing opportunities and promote healthy distancing. Make sure these activities are accessible to children with physical disabilities.

### 3. Recommendations for physical distancing

- Follow guidance published by the [American Camp Association on social distancing](#).
- Campers and staff should remain with their cabin group or unit as much as possible, and staff should maintain records describing who is in each cabin group or unit. This recordkeeping is done to support isolation and quarantine (until the child can be picked up to go home) and contact tracing if needed.
- All campers and staff not in the same group should maintain 6 feet of physical distance between themselves and others as much as possible.
- Stagger arrival and drop-off times or locations, or put in place other protocols to limit direct contact with parents and guardians, such as no contact drop-offs.
- Assure social distance between children on buses as much as possible. This may require your operation to use more buses than normal due to transporting fewer students per bus. [Find additional recommendations on transport from the American Camp Association](#).
- Camps are required under ATCP 78 to maintain a 6 foot horizontal distance



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between heads of bed occupants and 36 inches between beds, along with 2 ½ feet of distance from the top of the bottom bunk to the bottom of the top bunk. Camps should ensure that all sleeping is head-to-toe so that no camper or staff head is closer than 6 feet from another.

- For tents, camper must sleep head-to-toe with 6 feet of separation. Camps must seriously consider whether to have overnight trips using camping tents this year.

#### 4. Camp health and hygiene

- Teach and reinforce washing hands and covering coughs/sneezes among children and staff.
- It is recommended that you teach and reinforce use of cloth face coverings for indoor use, for campers and staff. Face coverings are most essential in times when physical distancing is not possible. Staff should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to all staff on proper use, removal, and washing of cloth face coverings. [See guidance from the American Camp Association.](#)
- Practice frequent handwashing and advise children, families, and staff to avoid touching their eyes, nose and mouth.
- Have adequate supplies to support healthy hygiene behaviors, including soap and single-use paper toweling, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Post signs on how to stop the spread of COVID-19, properly wash hands promote everyday protective measures, and properly wear a face covering. The CDC offers posters to reminder everyone about [handwashing](#) and [stopping the spread of germs.](#)

- If you learn that a staff member, volunteer, camper or program participant has tested positive for COVID-19, consult [CDC guidelines](#) and contact your [local health department](#) to discuss the appropriate management of potentially exposed staff and community members, and to determine whether you should immediately cease in-person gatherings, close for additional cleaning, or otherwise change your protocols. Cooperate fully with any state or local health department contact tracing efforts. Your workers and their families' health may be at risk.
- Double-check consulting physician's orders ('Standing Orders') to make sure medications and other supplies match what the Standing Orders require.
- Follow consulting physician's orders or advice for safely transporting anyone who is sick home or to a healthcare facility, if necessary.
- If a child becomes ill while at the facility:
  - Provide an isolated space for the ill child to rest while waiting for the arrival of parent/guardian. Ensure the program has adequate space for a child to remain isolated.
  - Contact the child's parent/guardian to pick up the child as soon as possible.
  - A staff person, wearing a cloth face covering and eye protection, should stay with the child while awaiting parent/guardian's arrival.
- Close off areas used by a sick person and do not use before cleaning and disinfection .Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Ensure safe and correct application of disinfectants and keep disinfectant products away from children.



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- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
- Advise sick staff members not to return until they have met CDC criteria to discontinue home isolation.
- Contact your [local health department](#) to discuss the appropriate management of potentially exposed staff and community members. Work with local health department, as necessary, to inform those who have had close contact to a person diagnosed with COVID -19 to stay home and self-monitor for symptoms, and to follow guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home quarantine.
- It is *recommended* that when 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 (including swimming).
- Ensure first aid and lifeguard staff have proper PPE to wear for first aid and rescues. (Visit American [Red Cross](#) for advice about safer first aid, CPR and lifeguarding.)

## 5. Recommendations for cleaning and sanitizing

- [See American Camp Association guidance for preparing buildings for use](#). It also offers cleaning and disinfecting tips.
- Bunk mattresses should be cleaned and sanitized between campers.
- Avoid any activities that involve sharing of common items.
- Preferable activities allow for cleaning and sanitizing of equipment as allowable by

manufacturer, between uses by different people.

- Drinking fountains and water jugs should not be used at this time. Instead, children should be encouraged to bring their own (not shared) water bottles labeled with their name. Facilities also can provide cups that are disposable or labelled with children's names. Encourage frequent cleaning and sanitizing of personal water bottles.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- The following should be disinfected at least daily:
  - Playground equipment
  - Door and cabinet handles
  - Sink handles
  - Light switches
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening ([screened](#)) windows and doors or using fans. To clean and disinfect school buses, see [CDC guidance for bus transit operators](#).
- Ensure safe and correct application of disinfectants, and keep products away from children.

## 6. Recommendations for food service

- Kitchens are required in ATCP 78 to follow the Wisconsin Food Code regulations.
- For detailed advice, [see the American Camp Association's guidance](#).
- All food service workers should wear a face mask or cloth face covering.



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- When possible, identify and implement operation changes that increase employee separation in accordance with social distancing.
- Frequently wash and sanitize all food contact surfaces and utensils.
- Per the Wisconsin Food Code, workers must practice frequent hand washing, and no bare-hand contact with ready-to-eat foods.
- Family style meal service is not recommended. It is recommended that staff serve food using gloves or provide individual pre-plated meals.
- Children should be seated in their groups or with at least 6 feet of distance in between each other.
- Consider modifying meal times and dining rooms to provide adequate physical distancing.
- When possible, encourage campers and staff to eat meals outside in smaller groups.
- Consider staggering meal times.
- When groups cook outdoors, prepare meals that are handled only by one individual when cooked (individual foil meals instead of family style).
- A camp operating multiple groups could share kitchen staff, so long as the kitchen staff have no contact with the staff or campers of the groups.
- Follow guidance from WEDC for retail and restaurant food service.

### **Resources**

- [CDC decision tree for schools and camps](#)
- [American Camp Association, Camp Operations Guide Summer 2020](#)
- [Association of Camp Nurses](#)
- [Wisconsin Economic Development Corporation guidance](#) for other licensed facilities that may be at camps (pools, restaurants, lodging).



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