

# 2021 COVID-19 Guidance Checklist

## Day camps and other supervised youth activity settings\*

Name of Organization: Tuolumne County Superintendent of Schools

Name of Executive Director/Lead Administrator: Cathy Parker / Tricia Dunlap

*This checklist is intended to help organizations conducting indoor and outdoor day camps and other organized, supervised youth activity settings\* (referred to as "supervised youth activity" below) implement their plan to prevent the spread of COVID-19 among staff in the workplace and youth. It is recommended to post this checklist publicly on your organizations' website to keep employees and families of youth informed of the safety measures in place. For more details about the following categories, please refer to the [CDPH K12 School Guidance](#).*

**\*Note: This does not include childcare, school, or youth sports settings.**

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- Face Coverings:** Plans to comply with [CDPH's face covering requirements](#) to satisfy and enforce with staff and youth.
  - Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and youth.
  - Health Screenings for youth and staff:** Plan for how youth and staff will be screened for symptoms of COVID-19 (at home or on site) and how symptomatic youth or staff will be separated from others and sent home immediately.
  - Physical Distancing:** Space and routines will be arranged to allow for physical distancing of youth and staff as appropriate.
  - Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that staff administrators have designated staff to support contact tracing, such as creation and submission of lists of exposed youth and staff to the local health department and notification of exposed persons. Each organization must designate a person for the local health department to contact about COVID-19.
  - Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases youth, staff and employees will be done in cooperation and coordination with the local health department for appropriate contact tracing and follow-up.

- ✘ **Stable group structures:** Youth and staff will be placed in stable groups with fixed membership as much as possible, that stay together for all supervised youth activities and minimize/avoid contact with other groups or individuals who are not part of the stable group.
- ✘ **Staff Training and Family Education:** How staff will be trained, and families will be educated on how the plan will be implemented and enforced.
- ✘ **Communication Plans:** How the supervised youth activity setting administrators will communicate with youth, staff and parents about cases and exposures at the supervised youth activity setting, consistent with HIPAA privacy requirements.
- ✘ **Transportation:** If transport vehicles (e.g., buses) are used by the supervised youth activity setting, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, face coverings, and physical distancing). Masks are required by all riders while on the bus, including driver.
- ✘ **Entrance, Egress, and Movement Within the Supervised Youth Activity Setting:** Ensure movement of youth, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Additional Resources:**

[K12 School Guidance](#)

[School Hub](#)

Face Coverings: All youth and staff will remain masked using CDPH approved masks in all indoor spaces and in outdoor spaces when distancing cannot be maintained.

Healthy Hygiene practices: Sinks are available in most of the classroom spaces and in the bathrooms. Students and staff will utilize those spaces several times during the day. Staff will be provided all PPE and cleaning products. Columbia College will clean the facilities daily.

Health Screenings for youth and staff: Staff will complete a daily TCSOS staff screening and students will bring a completed student screening form that has been reviewed and approved by the TCPH.

Physical Distancing and Stable Cohorts: Students will remain in stable cohorts. Staff will rotate daily to teach different cohorts. In class, students will remain distanced as practicable. All students and staff indoors shall use face coverings. When students and staff are engaged in activities outdoors and distancing cannot be maintained, students and staff will use face coverings.

Identification, contact tracing, and reporting of cases TCSOS will use the SPOT system in partnership with TCPH to contact trace, confirm cases, and notify appropriately. The contacts for TCSOS are Cathy Parker, Tracy Rasmussen, and Kendra Eccles. If students become ill, a notification form will be completed by staff and immediately sent to the program coordinator, Tricia Dunlap, and then sent to the contact/reporting team for follow up.

Staff have been trained in COVID protocols found in Get Safety Trained. Families can find information on COVID prevention and protocols by visiting the TCPH website at: <https://www.tcsos.us/wp-content/uploads/COVID-19-Training-Presentation-TCSOS-1.18.2021.pdf>

Communication Plans: TCSOS will follow the communication plan as outlined in the TCSOS COVID-19 Safety Plan ([https://www.tcsos.us/wp-content/uploads/Tuolumne-County-COVID-19-SAFETY-PLAN-2020\\_21-Updated-02\\_1\\_2020.pdf](https://www.tcsos.us/wp-content/uploads/Tuolumne-County-COVID-19-SAFETY-PLAN-2020_21-Updated-02_1_2020.pdf)), the TCSOS COVID-19 Prevention Program Plan (<https://www.tcsos.us/wp-content/uploads/Tuolumne-JPA-COVID-19-Prevention-Program-03012021.pdf>),

Transportation: Students are transported by parents/guardians. TCSOS will not provide any transportation.

Movement – Drop off and pick up: TCSOS has designated staff pick up and drop off procedures that ensure face coverings are worn, there is adequate spacing, and that all safety protocols are taken.