



BOH Forms: #29 Children's Camp Checklist

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** highlights many of the permitting requirements for Recreational Camps for Children and similar operations. The checklist is designed to be used in tandem with **105CMR 430:00. Remember: BOH always has the final say on requirements.**

State Sanitary Code, Chapter IV – 105 CMR 430:00 Minimum Standards for Recreational Camps for Children

Note: while operating as a Recreational Camp for Children, facilities do not have to comply with the Housing Code CMR 410.00

- Camps with 4+ unrelated children under 18 (opening day) are required to obtain a Board of Health (BOH) permit before opening.
- Permit applications are due 90 days before opening day, though returning camps in good standing may ask for a BOH variance.
- Camps with beaches, pools or serving food, will also need BOH permits and inspections for these activities.
- BOH routinely charge a fee for permits and fees for inspections and re-inspections.

None of the following are Children's Camps

- (a) a childcare program licensed by the Department of Early Education and Care in accordance with M.G.L. c. 15D;
- (b) single purpose classes, workshops, clinics or programs sponsored by municipal recreation departments, or neighborhood playgrounds designed to serve primary play interests and needs of children, as well as affording limited recreation opportunities for all people of a residential neighborhood, whether supervised or unsupervised, located on municipal or non-municipal property, whether registration is required or participation is on a drop-in basis as provided in M.G.L. c. 111, § 127A;
- (c) a program operated solely on a drop-in basis;
- (d) classroom-based instructional program with no specialized high-risk activities (*see* 105 CMR 430.103)
- (e) a summer school program accredited by a recognized educational accreditation agency, where the accreditation includes standards for specialized high-risk activities, if the program involves such activities

Recreational Camp for Children Definitions

Note: BOH routinely permit/inspect children's camps and may charge a fee under M.G.L. c. 140, § 32B of up to \$50 for the permit plus additional fees for other BOH Regulated Services such as food, beaches, pools, spas, inspections and re-inspections. Local Regulations can be stricter than the State. Permit fees may be charged for each camp session.

Recreational Camp for Children:

Any day, primitive or outpost, residential, sports, travel or trip camp conducted wholly or in part for recreation or instruction which:

- (a) operates for profit or philanthropic or charitable purposes, whether or not a fee is charged; and
- (b) serves five or more children who are not members of the family or personal guests of the operator; and
- (c) operates for any period of time between June 1 and September 30 or fewer than 15 business days during any other time of the year.

Day Camp:

- (a) operates on a site for more than two hours but less than 24 hours a day; and
- (b) operates for at least four days during a 14 consecutive day period in a city or town; and
- (c) meets the definition of a recreational camp for children.

Primitive or Outpost Camp:

A portion of a permanent camp premises or other site at which the basic needs for camp operation such as places of abode, water supply systems and permanent toilet and cooking facilities may not be provided.

Residential Camp:

- (a) meets the definition of a recreational camp for children; and
- (b) operates on a permanent site for three or more consecutive overnights; and
- (c) operates for at least **four** days during a 14 consecutive calendar day period in a city or town. (Be aware that some camps have tried to get around this by moving the camp from town to town during the season.)

BOH Regulated Children's Camps Permitting Checklist

Initial Permit Application: probably requires BOH hearing & DEP notification to ensure safe water/sewer (MGL c.140, s 32B)

Application Date: at least 90 days before opening.

Renewal Applications: Permit can be issued at the discretion of the BOH without a hearing, DEP notification or inspection to existing day camps in good standing as per MGL c.140, s 32B that meet the requirements of CMR 430 and:

- (a) the camp is under the same ownership and directorship as the prior camping season; and
- (b) the camp has had a satisfactory inspection report the prior camping season; and
- (c) the Board of Health determines, based upon the record of the camp, there is no evident risk to the health and safety of the campers;
- (d) and the camp is subsequently inspected by the Board of Health during the camping season.

Permit Expiration: December 31 (MGL c.140, s 32B) or as determined by the BOH.

Permit Details: Maximum # of campers;

Inspections: required before opening, after complaints, before each session to review health records, and anytime an issue arises. Residential camps should be inspected before opening. Day camps in good standing can be inspected after opening.

Local Regulations: BOH may pass local regulations stricter than the State Regulations at a properly convened BOH meeting.

Reporting: Name & address of camp, # of campers and staff, number of days of operations to DEP and DPH.

Additional Permits: Food, Beaches, Pools/Spas, dumpsters, portable toilets, etc. depending on State and local regulations.

Permit Requirements for a Recreational Camp for Children

Note: State Regulations require the following before issuing a BOH permit to operate. Local Regulations may be stricter.

- Water:** BOH approved/tested potable water supply that is regularly tested/piped to each campsite or within 1000 feet for tent sites.
- Sewer:** BOH approved/safe septic/sewer system that is regularly inspected and has a BOH approved maintenance contract.
- Occupancy:** Maximum number of campers and staff must be stated on the permit.
- Camp Structures:** structurally sound, weathertight, easily cleanable, floor, adequate lighting and ventilation.
- Fire and Building Inspector Approvals:** Maximum Occupancy Limit, exits, alarms, signs, inspections, certifications, etc.
- Solid Wastes:** Adequate Refuse Management Plan
- Residential Camps:** 1 Shower/20 persons & 1 sink/10 people & 2 toilets for each gender plus 1 toilet/10 persons over 20
- Day Camps:** 2 toilets for each gender plus 1 toilet/30 persons/gender over 60 persons
- Toilets** within 200 ft of sleeping areas feet with adequate supply of toilet paper and water.
- Poison ivy** and poison oak cleared within 50 feet of cabins.

Required Documents

- Medical Plan approved/Signed by Healthcare Consultant
- Healthcare Consultant Signed Agreement
- Healthcare Supervisor Signed Agreement
- Emergency Plan
- Staff Manual
- Staff Training Plan
- Staff CORI/SORI reports
- Camper and Staff Health Records
- Parent/Family Manual
- Transportation Plan if bussing or taking field trips
- COVID-19 Control Plan
- Certifications, safety inspections, other permits, etc.
- Safety Plan for hazardous activities such as swimming, boating, archery, horseback riding, shooting, climbing, etc.

COVID-19 Requirements – as of July 17, 2020, for Day Camps. Overnight camps not allowed until 2021.

Note: BOH cannot refuse to issue a permit based solely on disapproval of a COVID-19 Control Plan. BOH can require changes consistent with the State guidance. Day Camps can open as of June 8, 2020 if all their plans and permits are in place, including a robust COVID-19 Control Plan. https://eeclead.force.com/apex/EEC_ChildCareEmergencyHealthGuidance.
https://eeclead.force.com/resource/1592325278000/Min_Req
<https://www.mass.gov/doc/public-and-semi-public-swimming-pools-phase-iii-step-1/download>
<https://www.mass.gov/doc/eea-covid-19-cleaning-of-restrooms-best-practices-5-18-20/download>

- Plan:** Must have a written COVID-19 Control Plan; BOH can review at any time and require changes consistent with State Guides.
- Occupancy:** reduce to maintain required social distancing (30+ sf/occupant for emergency sheltering; 42+ sf for daily operations.)
- Healthcare Supervisors:** a minimum of two on site at all times.
- COVID-19 Monitor:** a senior staff person must be designated to ensure compliance with the COVID-19 Control Plan.
- Masks:** masks for everyone required indoors, except when eating, napping, swimming, or able to maintain minimum social distance
- Social Distancing** of 6 feet practiced during all activities, all the time.
- Small Groups** of campers established that stay together all the time to reduce exposures (currently, 25 campers plus adequate staff).
- Swim Classes** must limit personal contact, individual PFD disinfected between users; small group sizes; pre-swim showers open
- Outside:** Activities and classes should be held outside as much as possible. Pools at 40% capacity; small groups/social distancing.
- Quarantine:** Campers/staff from out-of-state and exposed are **requested** to self-quarantine for 14 days before attending camp.
- Sanitation,** cleaning and disinfection plan procedures implemented often.
- Screening** daily for staff and campers. May be done electronically in addition to staff monitoring campers/staff throughout the day.
- Staff Training:** PPP, COVID-19, as well as all the other required Staff Trainings.
- Food/Drinks:** no condiments, no self-serve or fountains; bagged lunches for day campers; use handwashing protocols, sanitizer,
- Isolation and Quarantine** location and protocols needed for all camps and managed by the 2 Health Care Supervisors.
- Transportation Plan:** if the camp provides buses, must screen campers before loading, 1 person every other row, open windows
- Field Trips** allowed to public playgrounds, pools and beaches; reserve a dedicated time to use the facilities
- Illness:** If someone has COVID-19, they are given a mask, isolated, and the area disinfected. Everyone exposed for more than 15 minutes is monitored or quarantined for 14 days. Unclear if HCS are quarantined or considered essential medical providers.
- Medically High-Risk:** Campers with severe underlying health conditions should have a provider's treatment plan.

BOH Orders to Correct – see BOH Job Aid on Enforcement for details.

Public Health Orders*	The BOH has broad authority to pass local regulations; order mandatory isolation and quarantine, suspend evictions, require special sanitation at the owner's expense or restrict the use of housing or occupancy in emergencies. This authority may be restricted for COVID-19 workplace standards, though the BOH as the local enforcement authority may be able to assess if the establishment has met the intent of the State orders.
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