## NEW JERSEY DEPARTMENT OF HEALTH CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE PUBLIC HEALTH FOOD PROTECTION PROGRAM P.O. BOX 369, TRENTON NJ 08625-0369 609-826-4935

youthcamps@doh.nj.gov

## **REPORT OF INSPECTION**

Youth Camp Safety Standards and COVID-19 Guidelines

Assignment No. Note:

									111011110101		
CAMP ID		CAMP NAM	IE			ACTI	VITY TYPE	EVALU	ATION		
3225		HILLTOP NUI	RSEY SCHOOL	DAY CAMP		DFD I	INSPECTION	SATISF	ACTORY		
CAMP OWNE	ER			PHON	E NUME	ER	E-MAIL				
HEATHER DWYER & JANET LAING 732				732-657	-6676		INFO@HILLTOPNURSERYSCHOOL.ORG				
STREET ADI	DRESS			CITY			ZIP	COUNT	Y		
1917 ROUTE 37	WEST			TOMS I	RIVER		08057	Ocean			
MAILING AD	DRESS			CHAN	GES			PREVIO	US INFORMA	TION	
CAMP DIREC	CTOR NAME		HEAL	TH DIRECTO	I DIRECTOR NAME FOOD SERVICE VENDOR						
HEATHER DW	YER		JANET :	LAING	ING N/A						
INSPECTOR	NAME			REHS LIC.			REINSP	REINSPECTION ON OR AFTER			
TIMOTHY SMI	ТН			B-1160						□ NOV	
	TIME/ACTIV	ITY REPORT (1-	TRAVEL, 2-IN	SPECTION, 3-A	OMINISTRA	ATION, 4	I-PERSONAL)	Total Hou	RS:	·	
DATE	CODE	BEGIN	END	CODE	BEG	IN	END	CODE	BEGIN	END	
8/25/21	1	1330	1400	2	140	00	1630	1	1630	1800	
8/31/21	3	1500	1530								
		I					I			ı	

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O		
		ADMINISTRATIVE								
1.	Covid19	Camp has an active license issued by the NJ Dept. of Health	$\boxtimes$							
Con	Comments:									
2.	DFD	If accepting children under 2.5 years of age – the facility is licensed by the NJ Dept. of Children and Families Office of Licensing.	$\boxtimes$							
Con	Comments:									
3.		p enrolled in the Division of Family Development (DFD)/Child burce & Referral Agency (CCR&R) Childcare Subsidy Program?	YES 🖂		NO 🗌					
Con	nments:									
4.	2.5	Camp has obtained liability insurance in an amount consistent with the expected risks.								
Con	nments: Po	licy should ackowledge presence of summer camp.								
		GENERAL CARE OF CAMPERS								
5.	3.1(a)	Discipline policies and practices are stated in writing. Camp staff are prohibited from taking means of corporal punishment toward children.								
Con	nments:									

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O		
		STAFF								
6.	3.2(c)	Staff orientation training has been conducted and documented where written policies and procedures on the following were discussed and provided: personnel policies and practices, job descriptions, specific duties, disciplinary policies, basic principles of emergency first aid, blood-borne pathogens, infection control, and hand washing, emergency procedures, daily health surveillance procedures, lost camper and lost swimmer policies.	$\boxtimes$							
Con	nments:	- www.mor.posito.com	l .							
7.	3.1(c)	Camp staff, with reason to believe a camper is being abused, have been advised to immediately report observations to Department of Children and Families hotline at (877)-652-2873.	$\boxtimes$							
Con	nments:									
8.	3.2(d)2	Camp has developed and implemented staff training on issues related to child abuse and neglect, such as, but not limited to, understanding the staff members' responsibilities, reporting, recognition and observation of campers.	$\boxtimes$							
Comments:										
9.	Covid19	<ul> <li>COVID awareness training for staff included:</li> <li>Infection control strategies – hand hygiene, social distancing, limiting non-essential visitors, limiting large group gatherings and field trips</li> <li>Suspected or confirmed COVID-19 case isolation, notification, response</li> <li>Facility management – routine cleaning and disinfection, ventilation</li> <li>Attendance – groups of campers, transportation</li> </ul>	$\boxtimes$							
Con	nments:									
10.	Covid19	COVID-19 safety measures have been communicated to staff, parents and campers, including:  COVID-19 signs and symptoms  Staying home when ill  Proper hand hygiene and respiratory etiquette  Unvaccinated staff required to wear face covings indoors  Reporting illnesses to the camp Health Director or other healthcare personnel immediately.	$\boxtimes$							
Con	nments:									
11.	Covid19	Method of documenting staff/camper vaccination status has been developed and implemented on site.	$\boxtimes$							
Con	nments:									
		STAFF BACKGROUND CHECK								
12.	Offender I State crim adult staff	ureau of Investigation (FBI) criminal history, National Sex Registry (NSOR), State Child Abuse and Neglect Registry, inal history, and State Sex Offender Registry completed for all member. (Only for DFD Camps)		YE	ES 🖂	NO				
Con	nments:					1				
13.	3.2(j)	Criminal background check completed for all adult staff member. (18 years of age and older)	$\boxtimes$							
Con	nments:		I .			T	ı			
14.	3.2(k)2	Notarized statements of no change in criminal history status are provided by continuously employed adult staff.					$\boxtimes$			

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O		
Con	nments:									
15.	3.2(I)	National sex offender registry check completed for all staff members annually.	$\boxtimes$							
Con	nments:									
		CAMP ACTIVITIES								
16.	3.2(n)	High-risk activities are conducted by a qualified adult activity specialist (18 years of age and older).	$\boxtimes$							
Con	nments:									
17.	Covid19	COVID-19 mitigation strategy has been established, implemented, and documented for all activities on or off site offered by the camp.	$\boxtimes$							
Con	Comments:									
SUPERVISION OF CAMPERS										
18.	Covid19	Camp grouping ratios for ages 5-17 are maintained at 1 adult: 1 counselor: 20 campers.								
Con	nments:									
19.	Covid19	Camp grouping ratios for ages 2.5-4 are maintained at 1 adult: 1 counselor: 14 campers. (Note: additional groupings are allowed based on NJAC 8:25 for younger campers if it exists)	$\boxtimes$							
Comments:										
20.	Covid19	Policies have been developed to ensure campers remain with their assigned groups. (Note: COVID Standard allows for comingling of floater staff or campers as long as floaters remain masked indoors)	$\boxtimes$							
Comments:										
21.	Covid19	Social distancing is observed between assigned groups.								
Con	nments:									
		SITE AND BUILDINGS  Location does not present fire, health and safety hazards. All					I			
22.	4.1(a)	hazardous areas are guarded or fenced off and warning signs are posted.								
Con	nments:									
23.	4.2(a)	Camp structures and facilities are in compliance with local building, zoning, and health codes. Certificate of Occupancy (CO) is obtained from local authority and available for review.	$\boxtimes$							
Con	nments:									
24.	Covid19	A canopy, tenting or cover is provided at outdoor camps.					$\boxtimes$			
Con	nments:		1				ı			
25.	Covid19	Indoor facilities have adequate ventilation and air flow (ex: fans, open doors, a/c etc.).	$\boxtimes$							
Con	nments:									
26.	Covid19	All water systems and features (e.g., drinking fountains, decorative fountains) have been evaluated for safety to minimize the risk of <u>Legionnaires' disease</u> and other hazards?	$\boxtimes$							
Con	nments: Fa	cility has been in continuous operation for over a year.								
27.	Covid19	Handwashing stations and hand sanitizers that contain at least 60% alcohol are provided in areas around the camp.	$\boxtimes$							
Con	nments:									

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O	
28.	Covid19	Pick-up and drop-off areas have been designated in a manner that:  Provides for efficient health screening upon arrival Allows for social distancing Note: Consider staggering drop-off and pick-up times to avoid large groups from congregating in one location.	$\boxtimes$						
Con	nments:								
29.	Covid19	COVID-19 precautions signs are posted as necessary, including 6 feet social distancing, frequent handwashing, use of face coverings as feasible.	$\boxtimes$						
Con	nments:								
30.	Covid19	Sufficient supply of gloves, face coverings, face masks and other PPE is provided for staff.	$\boxtimes$						
Con	nments:					1	1		
31.	Covid19	Camp whose entire staff/camper population is fully vaccinated has policies and procedures in line with Section G of the YC COVID Standards.	$\boxtimes$					1	
Con	nments: N/	A							
		HEALTH							
32.	5.2(c)	Health Director is certified in <u>professional-level</u> infant, child, and adult cardiopulmonary resuscitation (CPR) from a certification agency <u>approved by the Department</u> .	$\boxtimes$						
Comments:									
33.	5.2(b)	Health Director is certified in <u>standard-level</u> First Aid from a certification agency <u>approved by the Department.</u>	$\boxtimes$						
Con	Comments:								
34.	5.1(b)	Written documentation for treatment and transport for campers/staff with serious injuries and/or illnesses have been organized with Emergency Medical Service (EMS) or ambulance squad.	$\boxtimes$					1	
Con	nments:								
35.	5.1(d)	A written outline of daily procedures for health surveillance of campers and staff has been established.	$\boxtimes$						
Con	nments:								
36.	5.1(d)2	Health Director has developed a system (forms, logs) for documenting all obvious and unusual observations made during the daily health surveillance.	$\boxtimes$						
Con	nments:								
37.	5.3(b)	Health director has established written medical policies and procedures on the treatment of illness and injury and the administration of non-Rx and Rx drugs.	$\boxtimes$						
Con	nments:								
38.	5.3(e)	Medications are labeled, stored appropriately and inaccessible to campers. Medication administration is documented to include the child's name, time and initials of the person administering the medication.	$\boxtimes$						
Con	nments:								
39.	5.5(b)	Written health histories for each staff/camper are maintained on file.							
Con	nments:								

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O	
40.	5.5(g)	Immunization records and/or religious exemptions are maintained on file and on site for each camper.	$\boxtimes$						
Con	nments:	•							
41.	5.4(b)	First aid supplies are maintained and appropriate for activities.							
Con	nments:								
42.	4.2(f)	Health center is established for the temporary isolation and treatment of sick or injured campers and/or staff members.	$\boxtimes$						
Comments:									
43.	Covid19	Health director must have knowledge of:  Designated as the camps COVID-19 point of contact Knoweledgable of COVID-19 signs and symptoms and have the current guidance documents from the Department Have familiarity with the training:  New Jersey Department of Health Communicable Disease Service (CDS) COVID-19 Youth Camp Guidance; Contact Tracing Awareness Training; Infection Control Resources Document; Centers for Disease Control(CDC) Suggestions for Youth and Summer Camps  Monitor the COVID-19 Activity Report at least weekly	$\boxtimes$						
Con	Comments:								
44.	Covid19	Daily health surveillance program has been developed and policies and procedures on the activity have been implemented on site. (Note: 2021 standards encourages monitoring of signs and symptoms to be conducted by parents/guardians prior to arrival at camp; the camp can conduct the activity how they choose but needs to document the procedure)	$\boxtimes$						
Con	nments:								
45.	Covid19	A communication system for staff and camper families to self-report symptoms, exposures and closures has been developed and implemented. In the <u>resident camp setting</u> , a communication system for camper self-reporting of symptoms and notification of exposures and closures should be implemented. Is the camp able to clearly demonstrate compliance?	$\boxtimes$						
Con	nments:								
46.	Covid19	Infection control procedures have been established for areas around the camp, including camp entrances, dining areas, restrooms, and other areas prone to congregation.	$\boxtimes$						
Con	nments:								
47.	Covid19	Written procedure has been established and implemented detailing the used of face coverings by the camp community.	$\boxtimes$						
Con	nments:	Separate isolation space/area is provided for COVID-19							
48.	Covid19	symptomatic staff and campers.							
Con	nments:								

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O	
		SAFETY	I .			ľ			
49.	6.1(a)	Written emergency procedures that address, at a minimum, evacuation of camp, fires, natural disasters, serious accidents, illness or injury, and lost camper(s).	$\boxtimes$						
Con	nments:								
50.	6.1(b)	Fire and emergency drills are conducted at least once a camp period or every two weeks, whichever is more frequent.		$\boxtimes$	Minor				
Con	Comments: Conflict with Child Care Center Licensing monthly drill requirement.								
51.	6.1(c)	Emergency phone numbers be provided and posted at a minimum in the main office, the health center, and waterfront area, if applicable.	$\boxtimes$						
Con	nments:								
52.	6.3(a)	Fire extinguishers meet the requirements of the Fire Underwriters Association and are strategically placed so that they are easily accessible.	$\boxtimes$						
Con	nments:								
53.	Covid19	Camps have documented plan for inclement weather conditions. Plan should detail the method used to contain campers while following social distancing protocols for separate cohorts within the same/shared space.					$\boxtimes$		
Con	Comments: Cohorts are separated indoors into classrooms.								
54.	Covid19	Illness and injury policy addresses COVID-19 response strategy. Plan is implemented for isolation of suspected case(s), and notification of parents/guardians, staff, local health officials and NJDOH Youth Camp Project. Notification is done in a manner that maintains confidentiality.	$\boxtimes$						
Con	nments:					I	ı		
55.	Covid19	Policy on returning a staff or camper to camp after COVID-19 diagnosis or exposure established according to NJDOH CDS and CDC guidance.	$\boxtimes$						
Con	nments:								
		NUTRITION AND MEAL SERVICE							
56.	7.1(a)	Foods and food service conform to the Sanitation in Retail Food Establishments and Food and Beverage Vending Machines, N.J.A.C. 8:24.					$\boxtimes$		
Con	nments:								
57.	Covid19	<ul> <li>Written procedure established for food service practices.</li> <li>No buffet style dining is offered.</li> <li>Directions are given for proper hand washing before and after meals.</li> <li>Surfaces are cleaned and sanitized between each meal service.</li> <li>Mealtimes are staggered to ensure social distancing among group members.</li> </ul>	$\boxtimes$						
Con	nments:								
		TRANSPORTATION							
58.	8.3	Youth camp, person(s), or agency which provides transportation for campers maintains vehicle liability insurance and current vehicle inspection.					$\boxtimes$		
Con	nments:								

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O		
59.	8.4(b)	Drivers are appropriately licensed for the vehicle being driven to transport campers.					$\boxtimes$			
Con	nments:									
60.	Covid19	Written transportation policy covers measures to prevent the spread of COVID-19 including:  Communal transport provided by camp allows for maximizing space between riders who are not in the same cohort or family  Face coverings are required to be worn by staff and encouraged to be worn by campers  Windows are kept open to encourage ventilation  Vehicle cleaned between use								
Con	nments:									
61.	Covid19	Written procedures document vehicle cleaning frequencies and EPA approved disinfectants are used in accordance with the manufacturer's instructions.								
Con	nments:									
	SWIMMING ACTIVITIES									
62.	9.1(a)	Swimming pools and bathing beaches, used by camp, conform to the Public Recreational Bathing rules, N.J.A.C. 8:26.	$\boxtimes$							
Comments:										
63.	9.2(a)	Lifeguards are certified by an agency approved by the Department.	$\boxtimes$							
Comments: ARC										
64.	9.3(d)	A system of supervising and monitoring bathers consistent with a buddy check to ensure bather safety has been documented and implemented.	$\boxtimes$							
Con	nments: No	ote: Buddy checks are required every ten minutes.								
		MAINTENANCE AND SANITATION								
65.	13.5(a)	Camp and recreational equipment evaluated and documented to be maintained in a clean, safe, and sanitary condition weekly.	$\boxtimes$							
Con	nments:									
66.	Covid19	Written procedure has been established and implemented for routine cleaning and disinfection and documentation of the activity for high traffic areas like dining areas and those prone to high congregation using EPA approved disinfectants and following manufacturer's instructions.	$\boxtimes$				- 1	1		
Con	nments:									
67.	Covid19	Written procedures have established to ensure that adequate supply of cleaning and disinfection materials is maintained.	$\boxtimes$							
Con	nments:		1							
68.	Covid19	Written procedures for deep cleaning, in line with <u>CDS</u> <u>Reopening a Youth Camp</u> , have been established for deep cleaning due to the identification of positive case(s).								
Con	nments:									
69.	Covid19	If multiple camp entities operate programs out of a shared facility, arrangements are made to stagger activities to minimize intermingling between groups.	$\boxtimes$							
Con	nments: Bu	ilding is shared with licensed child care center.								

#	N.J.A.C. 8:25		IN	OUT	Severity	cos	N/A	N/O
		INSECT, RODENT, AND WEED CONTR	OL			l	ı	
70.	13.3(a)	Throughout the camp setting, mosquito and rodent breeding habitat and/or harborage areas are minimized and not observed to pose a significant threat to the camp community.	$\boxtimes$					
Con	nments:							
		RESIDENT/OVERNIGHT CAMP						
71.	Covid19	Before arrival: All unvaccinated staff/campers will be required to have a documented negative test within 72 hours of arriving on-site. Camps must have a procedure for documenting any exceptions.  After arrival: All staff/campers will be required to receive a documented test within 3-6 days of arrival at any youth camp.						
Con	nments:							
72.	Covid19	Document policies and procedures that minimize the risk of transmission for staff concerning their permissible off-duty activities. The rules should detail expectations, training, testing, quarantine and isolation policies and procedures.  1. At minimum, screen staff upon return					$\boxtimes$	
Con	nments:							
73.	Covid19	Documentation is available to verify for camps that have established a bubble environment whereby all staff and campers remain on-site at all times, and routine on-site testing, quarantine and monitoring is conducted to establish "stable cohorts", may help facilitate safer larger group activities after the 15th day.					$\boxtimes$	
Con	nments:							
74.	Covid19	Health directors and other on-site health personnel have identified an isolation room or area to separate anyone who exhibits COVID-19 like symptoms.					$\boxtimes$	
Con	nments:							
75.	Covid19	Documented policies and procedures for the isolation and quarantine of impacted staff/campers.					$\boxtimes$	
Con	nments:					1	r	
<b>76.</b>	Covid19	Mats or beds so that campers and staff sleep head-to-toe and at least 6 ft. apart.						
Con	iiiieiiis.					T	Г	
77.	Covid19	Document the frequency of cleaning and disinfecting of bathrooms (e.g., in the morning and evening, after times of heavy use) and use EPA-registered disinfectants						
Con	nments:							
78.	Covid19	Adequate ventilation is provided within sleeping quarters.  (Note: fans, HVAC, windows, air purifiers may all be used to maximize ventilation within sleeping quarters)					$\boxtimes$	
Con	nments:							
79.	Covid19	Procedures have been established and developed for if a person becomes sick and needs to be transported including notification to EMS or receiving health care facility that the person may have COVID-19.						
Con	nments:			<del></del>				

	ASSESSMENT QUESTIONS									
80.	Has staff with supervisory authority responsibilities f of Family Development's pre-service health and safe		YES ⊠	NO 🗌						
Cor	Comments:									
81.	Is the camp director aware that on or before September 15, of each year, the camp director shall submit an 'Accident Annual Report Youth Camp Safety' (CB-15) form via Mail or email to the Department at: youthcamps@doh.nj.gov									
Cor	nments:									
Rer	Remarks									
Name of Inspecting Official  Timothy Smith, REHS  Name of the Person Receiving Copy of Report  Heather Dwyer & Janet Laing, Owners/Directors										