



Improving Health Through Leadership and Innovation

## **NEW JERSEY DEPARTMENT OF HEALTH**

### **PUBLIC HEALTH & FOOD PROTECTION PROGRAM**

# Youth Camp Safety Frequently Asked Questions

Revised July 2020

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PLEASE EMAIL YOUR QUESTIONS TO [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)

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## 2020 Camp Season - COVID-19 Standards

NEW

## Registration Requirements

**Q: Is it a camp? Do I need a NJDOH youth camp license?**

A: See below:

**STOP!!! Is your program a Youth Camp?**

- Camp must include at least one **HIGH-RISK ACTIVITY\*\***
- Accommodates five (5) or more children under 18 years of age.
- Operates for a period of, or portions of, two (2) days or more within the same week

**Type of Youth Camps:**

- **Day camp:** operates during the day, no more than one overnight stay per week
- **Resident camp:** the campers stay overnight on a regular basis

**\*\* HIGH RISK ACTIVITY:** any recreational component, sport or activity that exposes a camper to a serious injury because of the inherent danger of the recreational component, sport or activity; requires a high level of adult supervision at all times.

See the list of [youth camp license exemptions](#) in this document.

For detailed explanation of differences between the DOH youth camp license, DCF child care license and DFD child care subsidy program see the [License Comparison Chart](#).

For the 2020 season - Municipal camps are required to submit youth camp application form. The registration fee is waived.

**Q: The COVID-19 Youth Summer Camp standards require all municipal camps to register with the State. Do camps run by Boards of Education need to register?**

A: Board of Education (BOE) summer school activities and NJSIA sports types of activities are required to submit **the attestation form only**.

If BOE program meets the [definition of a youth camp](#) the following must be submitted to the Department:

- [Application for youth camp registration](#)
- Application fee waiver request on official letterhead
- At least 24 hours prior to camp opening - [Youth Camps COVID-19 ATTESTATION FORM](#)

## Attestation Form

**Q: Who needs to submit the form?**

A: All camps including municipal, ACA camps, and Board of Education Summer Programs.

**Q: Where to find the attestation form?**

A: [https://www.nj.gov/health/ceohs/documents/phss/YC\\_COVID\\_Attestation\\_2020.pdf](https://www.nj.gov/health/ceohs/documents/phss/YC_COVID_Attestation_2020.pdf)

## Inspections

**Q: Who will receive an inspection this year?**

A: **ALL** camps should expect to receive an inspection to verify compliance with the COVID-19 Youth Camp Standards and COVID-19 Executive Directives.

**Q: What do I have to comply with?**

	COVID-19 <sup>1</sup>	N.J.A.C. 8:25 Youth Camp Standards	ACA standards
<b>All privately owned licensed youth camps</b>	X	X	-
<b>ACA camps</b>	X	X	X
<b>Municipal camps</b>	X	Voluntary (see Q&A below)	-
<b>Board of Education Summer Programs</b>	X	-	-

**Q: The COVID-19 Youth Summer Camp standards require all municipal camps to register with the State. Do they need to comply with the Youth Camp Standards?**

**A:** Compliance with the N.J.A.C. 8:25 Youth Camp Safety Standards is voluntary and is recommended for all municipal camps. Attestation form indicating compliance with the COVID-19 Youth Summer Camp Standards is required. Any child care center, child care facility or youth summer camp that fails to adhere to the COVID-19 Child Care and Youth Summer Camp Standards is subject to closure by the Commissioner of the Department of Health pursuant to N.J.S.A. 26:13-8.

**Q: Do we need a health director?**

**A:** Executive Directive 20-021 requires a health director for all camps operating Summer 2020.

**Q: What COVID-19 training does a Health Director need?**

**A:** The health director must have knowledge of COVID-19 signs and symptoms and review current guidance documents from the New Jersey Department of Health Communicable Disease Service found at <https://www.nj.gov/health/cd/>

Click on each of the following to access these training resources: [Infection Prevention Audit Tool](#), [Contact Tracing Awareness Training](#), [Infection Control Resources Document](#)

## Health and COVID-19

**Q: Who/when needs to perform the health screening?**

**A:** Campers and staff must be screened for fever or signs of COVID-19 illness daily prior to entry to the camp. Health screening may be performed by any trained staff member daily prior to staff and

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<sup>1</sup> All youth summer camps and youth summer programming operators must develop and implement a COVID Operational Plan that meets the requirements of Executive Order 149, as well as all applicable guidance contained herein. Such Plan should include written policies and procedures for each of the topics listed in [COVID-19 Youth Camp Standards](#).

campers being allowed to enter camp. It is recommended that social distancing or physical barriers are used during daily health screening.

**Q: Is there a form for daily health screening?**

A: Daily health screening form template is available here:

[https://www.nj.gov/health/ceohs/documents/phss/Youth\\_Camp\\_Screening\\_Form.pdf](https://www.nj.gov/health/ceohs/documents/phss/Youth_Camp_Screening_Form.pdf)

**Q: Do I have to fill out the form every day for every camper and staff member?**

A: Only document the results when signs and symptoms of illness are observed. Document fever above 100.4 and presence of any COVID-19 associated signs/symptoms as listed in the template form. Document exclusion of staff member/camper on the same form.

**Q: What are the designated entry points for daily COVID-19 screening?**

A: Daily screening is appropriate at any point prior to entering the camp, including but not limited to entry onto the bus, arrival at camp by bus or arrival at camp in parent/guardian's vehicle.

**Q: What health form do ALL campers need to provide prior to attending the camp?**

A: Health history form and child immunization records.

**Q: Potential COVID-19 case in a camp. What to do?**

*For a complete detailed answer to this question please see [CDS COVID-19 Guidance for Camps](#)*

Camp administrators should implement a policy to prepare for when someone tests positive for COVID-19 ahead of time.

1. Individuals (e.g., campers or staff) who have symptoms consistent with COVID-19, should be sent home or denied entry. Individuals should be sent home and advised to follow [CDC's What to Do If You Are Sick](#).
2. Campers and staff with fever, cough, or difficulty breathing should be placed away from others. Immediately separate the ill person from the rest of the population until the ill person can leave the camp. The caregiver attending to the ill camper and the camper should wear a face covering; try to maintain social distancing within the care area.
3. If the camp becomes aware that an individual tests positive for COVID-19, the camp should immediately notify the Department of Health-Youth Camp Project, local health officials, staff and families of a confirmed case while maintaining confidentiality.
4. Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
5. Camp or camp administrators should follow [CDC guidance](#) on how to disinfect the building or camp if someone is sick.
6. A camp may need to temporarily dismiss children and staff for 2-5 days, if a child or staff member attended camp before being confirmed as having COVID-19.
7. Refer to the isolation and quarantine chart in the [CDS guidance](#) to determine when they may return.

## Face Coverings and Glove Use

### **Q: Are face masks/coverings mandatory?**

**A:** Face coverings are not required to be worn when the campers and staff are within their assigned group. Face coverings are required when/if interactions with other groups occur, and social distancing of minimum 6 feet cannot be maintained between groups. This applies to both indoor and outdoor settings, staff and campers<sup>2</sup>. Lifeguards should not wear a face covering while on duty actively lifeguarding. Please see [Guidance for Operating Pool Bathing Facilities during COVID-19](#).

### **Q: How to determine if “an individual is in extreme heat outdoors” with respect to face coverings requirement?**

**A:** The “extreme heat” has not been defined as perception of extreme heat may vary from individual to individual. Camps may use specific weather conditions to define the term “extreme heat” in their COVID-19 policies and procedures. The camp operator should exercise prudence to ensure the health and safety of their camp community, staff, and campers. Frequent hydration and staying in the shade of a cover or canopy is recommended in extreme heat conditions.

### **Q: Are face masks/coverings mandatory on the bus?**

**A:** Face covering must be worn by all staff<sup>2</sup> onboard buses. Face coverings are encouraged to be worn by campers<sup>2</sup> as feasible and required in times when social distancing is difficult to maintain. It is understood that use of face coverings may be challenging for younger campers.

### **Q: Is the bus driver required to wear a face covering on the bus?**

**A:** Bus drivers are considered staff and are required to wear face covering, unless doing so would inhibit the individual’s health, interfere with the safe operation of the vehicle, or otherwise not recommended by the Motor Vehicles Commission. We are recommending adequate distance to be allowed between the driver and the seating of occupants on the bus.

### **Q: Who is responsible for providing face coverings?**

**A:** Camps must supply their staff with cloth face coverings. Parents/guardians are responsible for supplying face coverings to campers. Camp may choose to assist in providing additional and/or emergency supply of masks.

### **Q: Are staff required to wear gloves at camp?**

**A:** No. Staff are only required to wear gloves when handling or serving food to campers. Direct bare hand contact with ready to eat food is prohibited. Staff must wash hands prior to handling and serving food.

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<sup>2</sup> Staff and campers are encouraged to wear cloth face coverings unless (1) doing so would inhibit the individual’s health, (2) the individual is in extreme heat outdoors, or (3) the individual is in the water. Cloth face coverings should NOT be put on children under the age of 2 because of the danger of suffocation.

## Transportation

**Q: Is there a capacity limit due to COVID-19 imposed on the number of individuals allowed on the bus at one time?**

**A:** There is no capacity limit on buses/transportation in the COVID-19 Youth Summer Camp Standards. During transport to and from camp staff are to encourage social distancing by maximizing space between riders, and maintaining space between the driver and the passengers, where feasible.

## Organizing Campers in Groups

**Q: What is the meaning of a fixed or assigned group at a camp?**

**A:** Campers are required to be permanently assigned to a specific camp group this summer. Camp operators should ensure, to the maximum extent possible, that assigned groups include the same campers and staff each day. Camp operators should restrict mixing between assigned groups and minimize camper movement between groups. An assigned group shall stay together. If interactions with other groups occur, social distancing must be maintained between groups. Groups must be supervised according to proper staff-camper ratios.

**Q: What are proper staff-camper ratios?**

**A:** For campers between 5-17 years of age current guidelines state 1 adult:1 counselor for every 20 campers for both indoor and outdoor activities.

For campers between 2.5-4 years of age current guidelines state 1 adult: 1 counselor for every 14 campers for both indoor and outdoor activities.

Do not allow intermingling between groups. Designated groups of campers must remain unchanged day to day in a session and not be allowed to intermingle between assigned groups, whether the campers are inside or outside.

**Q: What is social distancing?**

**A:** [Social distancing \(CDC\)](#), also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay **at least** 6 feet (about 2 arms’ length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

**Q: Do camp groups have to social distance from each other within their assigned group?**

**A:** Individuals in an assigned group do not have to social distance while interacting within their group. Groups must maintain a social distance from other groups.

**Q: Why is social distancing necessary between groups?**

**A:** The formation of an assigned group is to allow the camp to mitigate any infection spread and is intended to avoid any impact on the entire camp community and operation if/when a positive is identified.

**Q: What is the maximum total number of campers/groups allowed at a camp?**

**A:** Active Executive Orders dictate capacity within and outside buildings within the State of New Jersey. Although the youth camp project does not limit capacity in indoor and/or outdoor settings the active EO must be followed concerning the setting.

- **Outdoor** – There's no maximum limit prescribed by the Youth Camp Standards. Camps are required to **limit group size to the extent possible**. Groups must maintain proper staff-to-camper ratio. Ensure, to the maximum extent possible, that groups include the same group of children each day and that the same staff remain with the same group of children each day. **Social distancing must be maintained between groups**. Staff and campers shall, at minimum, wear cloth face coverings when social distancing of 6 feet between individuals and/or assigned groups cannot be maintained, except where doing so would inhibit that individual's health. Avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained. Outside canopy/tenting/cover accessibility is required. Camper must have access to a restroom facility which may be a portable structure.
- **Indoor** – There's no maximum limit prescribed by the Youth Camp Standards. Camps are required to **limit group size to the extent possible**. Groups must maintain proper staff-to-camper ratio. **Camps should consider the size of any room or indoor facility when establishing groups**. Ensure, to the maximum extent possible, that groups include the same group of children each day and that the same staff remain with the same group of children each day. Camp operators should restrict/minimize camper movement between groups. Social distancing must be maintained between groups. Staff and campers shall, at minimum, wear cloth face coverings when social distancing of 6 feet between individuals and/or assigned groups cannot be maintained, except where doing so would inhibit that individual's health. Avoid group events, gatherings, or meetings where social distancing of at least 6 feet between people cannot be maintained.
- **On the bus** – There is no maximum limit prescribed by the Standards. During bussing/transportation to and from camp, encourage social distancing by maximizing space between riders and maintaining space between the driver and the passengers. Face covering must be worn by all staff onboard buses. Face coverings are encouraged to be worn by campers as feasible and required in times when social distancing is difficult to maintain.

**Q: What if a camp has both outdoor and indoor activities?**

**A:** Camps are required to predetermine operations as either a primarily indoor or outdoor camp. Both indoor and outdoor activities follow the same staff-camper ratio requirements. Indoor - staff to camper ratios of 1 adult: 1 counselor: 20 campers (ages 5-17), dependent on the capacity of the indoor space. Campers 2.5 through 4 years old must be supervised by one adult and one counselor for every 14 children. Camps should consider the size of any room or indoor facility when establishing groups. Outdoor designated camps that elect to move indoors due to inclement weather or similar event, as opposed to cancelling session, should ensure proper indoor space to contain campers while following social distancing protocols. Groups should include the same group of children each day and that the same staff remain with the same group of children each day.



## Activities

### Q: What activities are allowed indoors?

A: Indoor recreation activities are allowed to resume pursuant to the Executive Order 157 on July 2<sup>nd</sup> 2020. Sports activities held indoors must adhere to the [Organized Sports Guidance](#). No contact skills and drills activities for medium and high-risk sports per the Organized Sports guidance are allowed indoors, current on July 27<sup>th</sup>. Indoor capacity limits have to be maintained as per most current Executive Order (25% of the room capacity as per [Executive Order 157](#), current on July 1<sup>st</sup>). Campers and staff should still remain in their designated groups during activities and maintain social distancing between groups.

### Q: What is allowed outdoors?

A: As of July 20<sup>th</sup>, contact sports and competitions may be allowed in **outdoor settings only**. Sports activities must adhere to the [Organized Sports Guidance](#). High risk sport competitions and contact practices are additionally governed by [Executive Order 168](#) which was issued July 20.

Off-site activities and field trips are prohibited, with the exception of off-site activities within walking distance of the facility, if social distancing can be maintained throughout. Permissible activities may include, for example, hikes or walks to nearby parks. Offsite activities must minimize the opportunity for contact with people or other campers not in the group. Camper groups should practice social distancing between groups.

### Q: What should an outdoor camp do during an inclement weather?

A: Outdoor designated camps that elect to move indoors due to inclement weather or similar event, as opposed to cancelling session, should ensure proper indoor space to contain campers while following social distancing protocols.

### Q: What are contact versus no-contact sports?

A: **Contact** - any sports categorized as medium or high risk under [Organized Sports Guidance](#).

Examples of HIGH risk - Rugby, boxing, judo, karate, taekwondo, wrestling, pair figure skating, football, group dance, group cheer.

Examples of MEDIUM risk - lacrosse, hockey, multi-person rowing, multi-person kayaking, multi-person canoeing, water polo, swimming relays, fencing, cycling in a group, running in a close group, group sailing, volleyball, soccer, basketball, baseball/softball, short track

**No-contact** - Sports that can be done individually, do not involve person-to-person contact and do not routinely entail individuals interacting within six feet of one another.

### Q: Are all ball sports considered contact? Can campers play no contact sports but use/touch the same ball? (Catch, Kickball etc)

A: Yes. Under [Organized Sports Guidance](#) ball sports like football, volleyball, soccer, basketball, baseball/softball are considered as contact sports as they fall under high or medium risk category. Campers are allowed to play no contact sports and use the same ball. It is important to maintain a sanitizing/cleaning regimen for all sports and activity equipment in between group use.

**Q: What sports activities are prohibited?**

A: Contact sports and competitions are prohibited in **indoor** settings at a youth camp. The [Guidance for Sports Activities](#) categorizes sports into three tiers of high, medium and low. Medium and high risk activities in indoor settings are encouraged to be modified to reduce close personal contact (i.e.: flag football vs. tackle) and/or focus on skills and drills for those contact sports. Contact sports like basketball and lacrosse may be modified to allow for social distancing, and to limit the time players spend in close proximity to each other.

It is important to maintain a sanitizing/cleaning regimen for all sports and activity equipment in between group use.

**Q: Should campers wear masks while actively participating in activities?**

A: Active participants (i.e. players on the field) should not wear masks while engaging in activities. Those on the sidelines (i.e. coaches, suited players not playing) should be masked and/or socially distant as directed in [Guidance for Sports Activities](#).

**Q: Can camps play non-contact sports indoors or only outdoors?**

A: Indoor sports activities are permitted as of July 2<sup>nd</sup> 2020.

**Q: Can I take campers for a walk off the property? (nearby park, pool, etc.)**

A: Off-site activities and field trips are prohibited, with the exception of off-site activities within walking distance of the facility, if social distancing can be maintained throughout. Offsite activities must minimize the opportunity for contact with people or other campers not in the group.

**Q: What water play activities are permitted?**

A: Water sprinkler activities are acceptable as long as social distancing is maintained.

Inflatable swimming pool structures are **prohibited**. All swimming pools shall be in congruence with the NJ Public Recreational Bathing regulations, N.J.A.C. 8:26.

**Q: Playgrounds use? Is there a difference between private versus public? On or off property? Closed to recreational use or to camps use?**

A: The use of playgrounds is acceptable. To ensure proper cleaning and sanitation practices, camps should perform enhanced cleaning of common surfaces such as playgrounds with shared playground equipment and rooms. If multiple entities operate programs out of a shared facility, those entities must coordinate to arrange staggering of activities to minimize intermingling between groups of campers.

**Q: Can camps use all the play equipment on property, including playgrounds?**

A: Camps may use playground equipment. All sports equipment, playgrounds, and other activities requiring specialized equipment at a minimum should be sanitized in between each group's use. Regular hand washing and use of hand sanitizer should be encouraged throughout the day and after activities using equipment.

**Q: Can we hold our assemblies and other camp community gatherings?**

**A:** Camps are required to avoid large all student/staff camp-wide events, assemblies, gatherings, or meetings where social distancing cannot be maintained. Camps should follow the Governor's current Executive Order on permissible limits on indoor and outdoor gatherings.

**Q: Can we transport campers to an off-site pool, which is reserved exclusively for the camp use during the designated hours?**

**A:** Off-site field trips are prohibited with the exception of off-site activities **within walking distance** of the facility, if social distancing can be maintained throughout.

**Q: Are camps permitted to bring outside entertainment to the camp, including but not limited to shows, performers and other entertainment acts?**

**A:** No. Camps are required to limit any non-essential visitors, volunteers, and activities involving external groups or organizations.

**Q: Are camps permitted to have carnival days with inflatables and other amusements that do not require outside staffing?**

**A:** Yes. Equipment rentals and other activities that do not require the presence of outside vendors for safe operation of the equipment during camp hours are permitted. Outside personnel (if their assistance is required) would have to set up and tear down the activities before/after hours when campers are not present.

## Cleaning and Disinfection

**Q: Cleaning and Sanitizing. What surfaces? what chemicals? How often?**

**A:**

- Clean and sanitize prior to season opening, frequently throughout the day, between use by different groups
- Close shared spaces such as dining halls, if possible; otherwise stagger use and clean and disinfect between use
- Practice routine cleaning of common and frequently touched surfaces
- Clean shared objects
- Ensure adequate supply of cleaning supplies is maintained
- Use [EPA-registered disinfectant](#)
- Follow the instructions on the label to ensure safe and effective use of the product.

**Q: Do I have to clean and disinfect sports equipment after every camper/staff touch?**

**A:** At a minimum, sports equipment and other objects should be sanitized in between each group's use. Regular handwashing and use of hand sanitizer should be encouraged throughout the day and after activities where common equipment is used.

## Meal Service

**Q: Can camp groups eat lunch at the same time?**

**A:** Yes, but mealtimes are encouraged to be staggered to ensure separation of groups and avoid congregation. Again, as with all camp activities groups cannot congregate and must maintain social distance between groups.

**Q: Some camps do not permit outside food due to concerns of allergies or kosher food standards. Are we still able to prohibit outside food under the Camp Standards?**

**A:** Camps are encouraged to take every precaution necessary related to mealtimes and food service. Camps are not prohibited from providing food service.

### COVID-19 Case Reporting

**Q: When and who does a camp have to notify about a sick individual at camp?**

**A:** Camps are required to immediately notify both:

- [DOH-Youth Camp Project](#) via email at [youthcamps@dph.nj.gov](mailto:youthcamps@dph.nj.gov) or by phone (609) 826-4935; and
- [Local Health Authority](#) that has jurisdiction over the area where the camp is located.

Any such notification is limited to a positive COVID-19 test results and not general illness of campers or staff. Notification must be done in a manner that maintains confidentiality.

**Q: I am concerned about the unknowns surrounding contact tracing and how it will be applied to camp and what is involved in a determination of camp closure. Where can I find more information?**

**A:** Camp closure during COVID will be dependent on several factors including how many within the camp setting have been identified as positive. The CDS's document on [COVID-19 Guidance for Camps](#) details considerations. Please review the NJDOH Communicable Disease Service and CDC documents referenced in the [COVID-19 Camp Standards](#). A free course on [Contact Tracing Awareness Training](#) is available with curriculum by the Johns Hopkins Bloomberg School of Health.

Information on contact tracing changes frequently, however general guideline is a "close contact" is defined as someone that had contact within the last two days of a positive test that was within 6 feet for at least 10 minutes without face coverings or member of the individual's personal household.

The forming of a fixed and assigned group under the Camp Standards is designed to help Local Health Departments with targeted contact tracing necessary in order to minimize the impact on entire camp. The guidelines are intended to help prevent a camp closure due to positive COVID-19 cases.

### Additional Resources for Camps

**Q: Where can I find the New Jersey COVID-19 Youth Summer Camp Standards and other resources related to youth camp operation?**

**A:** All available resources are posted on NJDOH [Youth Camps webpage](#).

**Q: Where can I find the New Jersey COVID-19 Public Recreational Bathing Standards and other resources related to pools and lakes at camps?**

**A:** The document is posted here: [Guidance for Operating Pool Bathing Facilities During COVID-19](#)

**Q: My child's summer camp is not opening this year citing a delayed decision on camp openings by the state and not enough time to adequately prepare. Does the state have a list of camps that intend to open this summer on their website?**

- A:** A list of all camps that have been issued certificate of approval to operate in the current season is accessible online. Use the [search for active camps](#) on the [main youth camps webpage](#) to access the list.

## Application Fees

**Q: Will there be a refund of the application fee if the camps are not allowed to operate this season? Can the fee be applied to the future season?**

- A:** Yes. Camps that submitted application and paid the fee will be able to get a refund or apply the fees to a subsequent camp season. Refund request should be submitted to [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov). Requestors need to include a copy of the cleared check information (Ex: check#, amount, date cleared). Due to the COVID-19 crisis the Department will waive penalty fees associated with late renewals for the 2020 season. Due to Departmental response efforts surrounding the COVID-19 pandemic, please allow 3-4 weeks for processing and mailing of your

**Q: If I choose to use my fee towards a future season and my camp does not operate the following year?**

- A:** If a camp does not request a refund in 2020, then the camp is required to notify the program of the intent to apply the unused application fee to the next season when they will operate. The Youth Camp Project will remain flexible for the next several seasons.

**Q: Will fees be adjusted to accommodate for the impact of coronavirus on youth camps?**

- A:** At this time, the \$50.00/day camp and \$100.00/resident camp application fee is not being adjusted.

## Definitions

### Youth Camp

**Q: What is a Youth Camp?**

- A:** A youth camp is a program that accommodates five (5) or more children who are under the age of eighteen (18) years of age, operates for a period or portions of at least two (2) days or more during the same week, includes at least one **HIGH RISK ACTIVITY** during the period of operation, and (depending upon designation) may allow campers to stay overnight.

### Single Sport Youth Camp

**Q: What is a Single Sport Youth Camp?**

- A:** A single sport youth camp is a camp in which all campers specifically practice, play and learn to understand the rules of the individual sport taught by the camp. It is prohibited from having sports that are considered **HIGH RISK ACTIVITIES** as their primary activity.

### High Risk Activities

**Q: What is a High Risk Activity?**

- A:** A **HIGH RISK ACTIVITY** means any recreational component, sport or activity, which exposes a camper to a serious injury because of the inherent danger of the recreational component, sport or activity and which requires a high level of adult supervision at all times.

## Pre-Operational Inspection

### Q: What is a pre-operational inspection?

- A:** Pre-operational inspections are conducted by the local health department (LHD) within the jurisdiction where the camp is located. These inspections generally encompass a review of policies and procedures, records, anticipated itinerary of camper activities, facility layout and other aspects of the code that can be reviewed prior to the arrival of children. Preoperational inspections should occur prior to the camp opening for business. Although the DOH provides a list of operating camps to the LHD a month after the license renewal period (May 15) has passed, it is the responsibility of the camp operator to contact the LHD and schedule a pre-operational inspection prior to beginning operations. [Click here for the directory of local health departments.](#)

## Operational Inspection

### Q: What is an operational inspection?

- A:** An operational inspection is conducted by the New Jersey Department of Health, Public Health and Food Protection Program (PHFPP) staff. Operational inspections are designed to ensure in-session camp operations are conducted in a safe manner and adherence to staff child ratios, documented policies and procedures, background checks and similar aspects are followed during routine operations. Operational inspections are conducted on-site and are unannounced.

## Eligibility and Licensing

### Exemptions

#### Q: Who is exempt from the youth camp standards?

- Day programs that DO NOT OFFER a HIGH RISK ACTIVITY
  - Swimming, archery, horseback riding, riflery, rock climbing and boating are examples of high risk activities. This is not an exhaustive list of activities that may be considered high risk.
  - Examples of day programs that are typically EXEMPT include: summer academic enrichment, computer camp, bible camp, summer school, babysitting.
- Licensed childcare centers that do not receive Division of Family Development (DFD) Childcare Resource & Referral Agency (CCR&R) subsidies AND do not have an on-site swimming pool
- Licensed childcare centers that do not receive DFD subsidies and offer swimming off-site
- Organized school recreational sports teams, including municipal recreation department sports teams, or any local or regional sports teams such as cheerleading, travel soccer, indoor soccer, travel basketball, etc.
- Camps operated by “public entities” are required to apply and maintain an active license. License fees for these camps are waived.

**Q: Do summer academic enrichment programs that do not conduct any high-risk activities need to be licensed by the youth camp program?**

**A:** No. If the program does not offer any high-risk activities (examples: swimming, archery, football, etc.) then the program does not need to be licensed.

## Age Requirements

**Q: What age groups are covered by the youth camp license?**

**A:** A camper is a child under the age of 18 who attends a youth camp. Although the youth camp safety standard allows for those aged 2 ½ to 4, that population is better supervised by the [Office of Licensing regulation](#).

## Youth Camp License

**Q: Where should I submit camp applications, payments and the annual accident reports?**

**A:** All forms should be submitted to:  
 New Jersey Department of Health  
 Public Health and Food Protection Program  
 PO Box 369  
 Trenton, NJ 08625  
 Email: [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)

**Q: How long is the youth camp license valid?**

**A:** The youth camp license is valid for one (1) calendar year from the date of issue. Renewal applications are required to be submitted before May 1st. Initial applications may be submitted at any time throughout the year but must be received at least 2-4 weeks before the start of camp.

**Q: What is a CAMP ID or Camp Certification Number?**

**A:** Camp ID and Camp Certification Number are the same thing. Please see the youth camp certificate of approval explained in the graphic below:

This is your LICENSE SERIAL NUMBER.  
 The LICENSE SERIAL NUMBER is only used to validate that this is an authentic printed license.  
 There is a different LICENSE SERIAL NUMBER on each printed license.

New Jersey Department of Health  
 CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE  
**CERTIFICATE OF APPROVAL - YOUTH CAMP SAFETY ACT**  
 Name of Your Camp

**00000**  
 2020 Season

**May 10, 2020**  
 (DATE ISSUED)

**0000**  
 (CAMP ID NUMBER)

**Day**  
 (CAMP TYPE)

This is your YOUTH CAMP CERTIFICATION NUMBER. This number is unique to your camp and remains the same every year. This number is used to identify your camp on all state documentation. When contacting the Department or when referencing your permit status, always use your YOUTH CAMP CERTIFICATION NUMBER.

**Q: When does the application for a youth camp license need to be submitted?**

NEW

**A:** Initial applications may be submitted at any time throughout the year but must be received at least 4-6 weeks before the start of camp. Renewal applications are required to be submitted before May 1st. Penalties may be applied to renewal applications received after the May 1st deadline. **Due to the COVID-19 crisis the Department will temporarily waive penalty fees associated with late renewals for the 2020 season. Due to Departmental response efforts surrounding the COVID-19 pandemic, please allow 3-4 weeks for processing and mailing of your license.**

**Q: Why is there a cost associated with youth camp licensure?**

**A:** The fees associated with the license application are collected to address the administrative processing costs of managing the youth camp regulatory program. All efforts are made to keep the administration fees reasonable.

**Q: When will I receive my youth camp license?**

**A:** Youth camp licenses are mailed as applications are processed. Please allow 4-6 weeks for processing of applications. [Active camps are listed on our website](#). The list is dynamically generated and updated as applications are entered, so it is your best resource to check on the status of your camp.

NEW

**Q: We received the certificate of approval for the season, however it only included 2 of 4 locations. Where are the other locations?**

**A:** Youth camp applications are submitted together but may be processed separately. Each camp location will receive a separate license. Please allow 4-6 weeks for application processing. For updates, please use our [Currently Licensed Youth Camps in New Jersey](#) online database. The information is updated daily as the applications are processed.

**Q: I maintain multiple licenses. Should I submit a separate check for each certificate?**

**A:** One payment may be submitted for multiple license applications. Penalty payments should be submitted separately from any licensing payments.

**Q: What information/documentation should be submitted with my youth camp application?**

**A:** All fields on the application must be completed. Incomplete applications will not be processed and will be sent back to the filer. Please include an email address on the application. Do your best to estimate the number of expected campers and anticipated dates of operation. We understand that many operators rely on customer interest, facility availability and other variables to organize the dates of operation. Do your best to list a range of dates (Ex: June 1-Aug 21) wherein you may be operating. Notify our office immediately if the final camp dates extend a week or more before or after the reported dates.

**Q: What will happen to my application if some fields are incomplete?**

**A:** Incomplete applications will not be processed and will be returned to the filer. Although there is not a designated field for email addresses please include an email address on the application. It will help the Program contact you in a timely manner concerning incomplete information and/or other questions that may arise during processing.

**Q: How long does it take for the application to be processed?**



**A:** It will take about 4-6 weeks for the application to be processed. You can check the status of active camps on our [website](#).

**Q: Can you send me a duplicate license?**

**A:** Yes. Duplicate licenses may be requested via email to: [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)

## Office of Child Care License

**Q: If I am licensed by the Office of Child Care and Licensing (OOL), am I required to obtain a youth camp license from the Department of Health (DOH) as well?**

**A:** The OOL has begun the process of extending child care licenses for a whole year for facilities that do not intend to expand their care population to include those over the age of 13, so that centers will not need to be dual licensed. Please contact the OOL to explore the options available for your center.

If you have a childcare license and you do not receive subsidies from the Division of Family Development Child Care Resources & Referral Agencies (CCR&R) then you are not required to obtain a youth camp license. The federal Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014 increases the health and safety requirements for all childcare and early learning settings **that accept childcare subsidies**, including youth camps. Childcare and early learning settings that accept childcare subsidies from DFD CCR&R are required to maintain a youth camp license from DOH in addition to their OOL license. Licensed childcare programs that do not accept subsidies are not required to apply for a youth camp license.

## Reporting Changes on Youth Camp License

**Q: I am selling or have purchased a youth camp from someone. Can I give my license to the new owner or use the previous owners' license?**

**A:** No. The youth camp license is not transferable. The new owner must submit an application for a new youth camp license.

**Q: If a youth camp changes its physical site location during the camp season, will DOH issue a new camp ID?**

**A:** A change of location will not result in a change of camp ID. The camp operator must notify DOH immediately in the event of a change of location to ensure accuracy of current license records.

**NEW**

**Q: I decided not to run a summer camp this year. What do I do?**

**A:** Please email the program to notify the program of your intent to suspend the activity. The email should include your name, CAMP ID # and a reason for discontinuing activities. Your camp will be placed on inactive status and no fees will be charged. After 2 subsequent years of inactivity your camp will be automatically assigned "out of business" status.

## Background Check Requirements

### Q: What is acceptable for the criminal history background check?

#### A: Camps that apply for/receive child care subsidies under the Child Care Subsidy Program

All youth camp staff members are subject to comprehensive criminal background checks. Staff members include:

- Any individual employed by a child care provider for compensation
- Any individual whose activities involve the care or supervision of children for a child care provider
- Any individual who has unsupervised access to children who are cared for or supervised by a child care provider

Comprehensive criminal background checks include:

- Search of the state criminal and sex offender registry in the state where the staff member resides and each state where the staff member has resided for the past five years;
- Search of the state child abuse and neglect registry in the state where the staff member resides and each state where the staff member has resided for the past five years;
- Search of the National Crime Information Center;
- Federal Bureau of Investigation (FBI) fingerprint check using the Next Generation Identification (which replaced the former Integrated Automated Fingerprint Identification System); and
- Search of the National Sex Offender Registry.

#### • Camps that do not receive subsidies – Follow requirements in [N.J.A.C. 8:25-3.2](#)

All adult staff (18 y.o. and older) - NJ Criminal History Records Information (CHRI) for noncriminal justice purposes. See [NJ State Police \(NJSP\) name-based check](#). Submit NJSP form "SBI 212B" online at: <https://www.njportal.com/njsp/212b/>

- You may also use a vendor that provides information at least comparable to the information available through NJSP.
- Notarized statement of no change in criminal history status in lieu of CHRI check. Only acceptable for returning staff members who have completed the initial CHRI check (documentation must be maintained on file at the camp), and have not had a lapse in employment greater than 12 months since the last CHRI check. The statement to be completed by eligible staff member, notarized and submitted to camp operator to be maintained on file.
- All staff regardless of their age (including counselors, camp director and health director) - [National Sex Offender Registry Check](#)
- Teachers who have received and maintain their background check through the Department of Education may utilize and present the document to a youth camp employer as a valid form of documentation.



### Q: How long are criminal and sex offender background checks valid?

#### A: Sex offender registry check:

- For each staff member, every year, a new sex offender registry check is required. [N.J.A.C. [8:25-3.2\(l\)](#)]

Criminal history background check:

- For each new adult (18+) staff member, and for each adult (18+) staff that have had a lapse of employment greater than a continuous 12-month period, a full criminal history background check is required.

Notarized criminal history status statement:

- For each existing adult (18+) staff member who has not had a lapse of employment greater than a continuous 12-month period, submit a notarized statement which indicates whether there have been changes to the staff member's criminal history status.

[Check our webpage for more information and resources.](#)

**Q: My previous employer did a record check; is it necessary to have another done for a new job?**

**A:** Yes. Because the results of a record check are dated and may have changed since your last background check, a new check may be required at the discretion of your new employer.

**Q: Can a camp maintain digital/electronic documents in lieu of /or in addition to hard copies of documents?**

**A:** Yes. Digital and electronic documents are acceptable if the documents are available and have a digital signature when the document requires signature.

NEW

**Q: I received a camp renewal form for my program this summer and I wanted to clarify that the background check policy has not changed. Is a criminal and sex offender background check still valid for 2 years or has the rule changed and now every employee needs to receive one check every year they work?**

- Sex offender registry check: For each staff member, every year, a new sex offender registry check is required. [8:25-3.2(l)]
- Criminal history background check: For each new adult (18+) staff member, and for each adult (18+) staff that have had a lapse of employment greater than a continuous 12-month period, a full criminal history background check is required.
- Notarized criminal history status statement: For each existing adult (18+) staff member who has not had a lapse of employment greater than a continuous 12-month period, submit a notarized statement which indicates whether there have been changes to the staff member's criminal history status.

## Staff Training

**Q: What are the qualifications for Health Director?**

**A:** Health Director must be an adult at least 18 years of age. Professional level CPR and Standard Level First Aid is required for Health Directors at all licensed day camps. Although municipal camps are not obligated to comply with the NJAC 8:25 Youth Camp Standards, Health Director is strongly recommended in municipal camps. For a full list of requirements please see [N.J.A.C. 8:25-5.2](#). Credentials should be obtained from one of the Agencies that are listed on the [Recognized Certification List](#)

Camp Director may act as a Health Director only in camps with less than 50 campers.

Health Director is not included in the supervising staff ratio.

**Q: What are minimum requirements for a camp counselor?**

- A: Minimum age requirement for a counselor is 16. Camp director shall conduct a review of prior employment history (if available), three character reference checks, and National Sex Offender Registry check.

## Camp Operations

### Health

**Q: Is the health director required to be on site at all times?**

- A: Yes. The health director or a designee shall remain on duty at all times at all day and resident camps. The youth camp is required to establish a medical program. Policies and procedures for staffing of the medical program must be documented and communicated to camp staff.

**Q: Who is required to submit documentation of health history?**

- A: All staff and campers are required to provide documentation of health history, which must be maintained by the health director.

**Q: Can a youth camp that has received an application for a camper with an immunization exemption exclude this camper with the recent measles outbreak?**

- A: No. Campers who provide the required documentation of exemption cannot be excluded from enrollment at any licensed camp that operates in New Jersey. Unimmunized campers may be excluded only in the event of a vaccine preventable disease outbreak or threatened outbreak as determined by the Commissioner of Health. If a vaccine preventable disease or threatened outbreak occurs at a specific camp where an unimmunized camper is a part of the camp community, the camp may then exclude that camper.

### Annual Accident Reports

**Q: What is the annual accident report form (CB-15) and do I have to submit the form?**

- A: The annual accident form (CB15) is used to collect information about serious injuries or illnesses experienced during the operating season for each individual licensed camp within the State of New Jersey. The data collected is used to develop a statewide overview of accidents/illness/injuries. The form is **required to be submitted at the end of camp operations by all licensed camps regardless of whether the individual camp has experienced a serious accident/illness/injury.** Forms must be received by DOH following the end of camp operations but **no later than September 15** of the operating year. If your camp did not experience a serious accident or injury, write "NO INCIDENTS" on the form and forward the form to the Department. As a courtesy, the Program mails out a blank accident report form enclosed with youth camp license. Accident reports may be submitted via email to: [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov)

**Q: Do I submit the CB-15 form if the camp experienced no serious accidents, injuries or illness?**

- A: Yes. Each licensed camp must submit the form. If your camp did not experience a serious accident or injury write "NO REPORTABLE INCIDENTS" on the form and forward the form to the Department.

As a courtesy, the Program mails out a blank accident report form enclosed with youth camp license. Accident report can be submitted to [youthcamps@doh.nj.gov](mailto:youthcamps@doh.nj.gov). The annual accident form (CB15) is used to collect information on deaths or serious injuries/illness experienced during the operating season for each individual licensed camp within the State of New Jersey. The data collected is used to develop a statewide overview of accidents/illness/injuries. The form is **required to be submitted at the end of camp operations regardless of whether the individual camp has experienced a serious accident/illness/injury and must be received by DOH on or before September 15** of the operating year.

**Q: Which incidents should be reported on the annual accident report form (CB-15)?**

**A:** Only serious injuries or illness (Ex: head, neck, spinal cord, break/fracture, injury which renders a camper unconscious, deaths, etc.) should be reported on the form. Minor injuries which require only first aid treatment and do not involve professional medical treatment (Ex: cuts, scrapes) should not be reported. Incidents that result in trips to urgent care, ER, etc. should be reported. Please refer to 8:25-5.1(e) for additional information. If the incident resulted in the following it should be reported:

- Required professional medical treatment
- Loss of consciousness
- Restriction of activity or motion
- Premature termination of camper's stay

### ACA-Accredited Camps

**Q: If I am ACA accredited, do I still need a pre- operational and operational inspection from the local health authority or PHFPP?**

**A:** No. ACA accreditation may be accepted by the LHA in lieu of an on-site inspection. However, despite accreditation, local and state health departments have the right to conduct pre-operational and/or operational inspections at their discretion.

**Q: When a camp is ACA accredited, is the accreditation valid for any location the camp may use? For example, the X is not going to use Darwin County Park this year but will be using a different organizational location.**

**A:** No. ACA accreditation is only valid for the exact location for which it was approved. ACA camps are **not exempt** from obtaining the NJ Youth Camp license. Please check our webpage to ensure the camp is appropriately licensed.

**Q: I am American Camp Association (ACA) accredited. Why is a State inspector here to conduct an operational inspection?**

**A:** Inspection official may accept the most recent ACA inspection report in lieu of conducting an inspection. However, the Department may conduct an inspection at any time at any ACA accredited youth camp.

**Q: Is there a separate list for ACA camps? I do not see them on the county list.**

**A:** All active licensed day and resident camps can be viewed on the program [website](#) using the 'search active youth camps' button. Both ACA and non-ACA camps are populated on the list, which is

dynamic, and the camp inventory is updated as applications are entered into the database. Single sport youth camps are similarly populated and viewable by selecting the link 'single sport youth camps'.

## Swimming Activities

NEW

**Q: We are operating a youth camp program. Can we take campers to swim at the beach?**

**A: Not for Summer 2020 where only walkable offsite activities are allowed.** However, in a typical summer, yes. Please refer to N.J.A.C. 8:25-9 for details on waterfront safety. The youth camp rule requires that all recreational bathing activities be conducted at a licensed and inspected pool or bathing beach. Operators will need to develop a safety check system/buddy system to ensure bather safety during off-site swim activities. It is the camp's responsibility to keep track of campers. Upon arrival to the swim location, the camp operator must inform the location's guards of the youth camp's presence, the number of campers, and provide special needs information. Camp operators must also ensure proper supervision ratios are maintained while participating in any offsite activities including swimming.