



# DAY CAMPS GUIDELINES

## RESTORE ILLINOIS

A Public Health Approach To Safely Reopen Our State

### PART OF PHASE 3 OF RESTORE ILLINOIS PLAN

APPLICABLE TO EACH REGION UPON TRANSITION TO PHASE III | ISSUED ON MAY 24, 2020

The Recovery Phase of the Restore Illinois public health approach to reopening the Illinois economy includes returning people to work, businesses reopening and group gatherings of 10 or fewer. We must all continue to social distance, frequently wash our hands and cover our faces to maintain progress in overcoming COVID-19.

#### This document is applicable to businesses that meet the following criteria:

- Day camps not licensed by the Department of Children and Family Services (DCFS) operating over the summer months
  - ♦ Examples of day camps include (non-exhaustive): recreational day camps, educational day camps, religious day camps
- In Phase III, day camps are limited to:
  - ♦ Camps taking place during the day only (no overnight camps permitted)

#### Uniform guidelines across businesses, industries and nonprofits within the State of Illinois:

## GENERAL HEALTH

### i. Minimum guidelines

1. All employees who can work from home should continue to do so
2. Employees should wear face coverings over their nose and mouth when within 6-ft. of others (cloth masks preferred). Exceptions may be made where accommodations are appropriate – see [IDHR's guidance](#).
3. Social distance of at least 6-ft. should be maintained between non-household individuals unless participating in activities permitted under Phase III guidelines
4. Employer should provide hand washing capability or sanitizer to employees and if applicable, customers
5. Frequent hand washing by employees, and an adequate supply of soap/ paper towels and/or disinfectant/ hand sanitizer should be available



## HR AND TRAVEL POLICIES

### i. Minimum guidelines

1. All employees should complete health and safety training related to COVID-19 when initially returning to work. Resources to design a training are posted on the DCEO Restore Illinois guidelines website
2. Employers should continue to limit all non-essential business travel
  - a. If employee must travel, employee should follow CDC considerations to protect themselves and others during trip
3. Employees should not report to, or be allowed to remain at, work if sick or symptomatic (with cough, shortness of breath or difficulty breathing, fever of 100.4 degrees or above, chills, muscle pain, headache, sore throat, new loss of taste or smell, or other [CDC-identified symptoms](#)), and sick or symptomatic employees should be encouraged to seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations



### ii. Encouraged best practices

1. Provide reasonable accommodation for COVID-19-vulnerable employees, including but not limited to work from home (if feasible), reduced contact with others, use of barriers to ensure minimum distance between others whenever feasible or other accommodations that reduce chances of exposure

## HEALTH MONITORING

### i. Minimum guidelines

1. Employers should make temperature checks available for employees and encourage their use. Employers should post information about the symptoms of COVID-19 in order to allow employees to self-assess whether they have any symptoms and should consider going home
2. All employers should have a wellness screening program. Resources outlining screen program best practices are posted on the DCEO Restore Illinois guidelines website
  - a. Employer should conduct in-person screening of employees upon entry into workplace and mid-shift screening to verify no presence of COVID-19 symptoms
3. If employee does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. If an employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed according to CDC guidelines
5. Where appropriate, notify employees who have been exposed
6. Any employee who has had close contact with co-worker or any other person who is diagnosed with COVID-19 should quarantine for 14 days after the last/most recent contact with the infectious individual and should seek a COVID-19 test at a state or local government testing center, healthcare center or other testing locations. All other employees should be alert for symptoms by watching for fever, cough, or shortness of breath and taking temperature if symptoms develop



<sup>1</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

## Guidelines specific to day camps:

## PHYSICAL WORKSPACE

### i. Minimum guidelines

1. Day camp coordinator should display signage at entry with face covering requirements, social distancing guidelines, and cleaning protocols, in multiple languages as needed
2. Activities should be set up to allow for 6-ft. of distancing between participants. Any activities that do not allow for 6-ft. of distancing should be suspended
  - a. If it is unsafe for kids to be outdoors, day camp should be conducted indoors in adherence with 6-ft. distancing guidelines
3. Even if day camp is based outdoors, enough available indoor space should be secured to accommodate all participants (in adherence with guidelines around 6-ft. of distancing and 10 or less participants per group)
4. Water fountains, except for touchless water bottle refill stations, should be made unavailable for use (e.g. turned off, covered, area blocked)
  - a. If no touchless fountain is available, water may be served in sealed, single-use water bottles
5. Activities requiring physical exertion and/ or exertion of voice should take place outdoors
6. Day camp coordinator/ employees should refer to guidelines on playgrounds for participant playground use
7. Water-based activities are not permitted



### ii. Encouraged best practices

1. Emphasize outdoor, socially distant activities as much as possible
2. Designate area (room) separate from others for anyone who exhibits COVID-like symptoms during hours of operation to isolate from others before being picked up to leave
3. Display visual markers 6-ft. apart to encourage social distancing in practical areas (e.g., eating area)
4. If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit)
5. If practical, eliminate common touchpoints (e.g., propping doors/ using touchless door pulls)
6. Where building management practices allow, increase air turnover rates in occupied spaces and increase outside make-up air to the maximum extent practical

## DISINFECTING/CLEANING PROCEDURES

### i. Minimum guidelines

1. Cleaning and disinfecting of premises should be conducted in compliance with [CDC protocols](#) on a weekly basis
2. Day camp coordinators should make hand sanitizer available to participants, with sanitization stations available for each separate participant group
3. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 2 hours recommended for high-traffic areas
  - a. If one space is used by multiple participant groups at different points in time, all common areas and high-touch surfaces should be disinfected between groups
4. Minimize sharing of objects between non household individuals; if objects should be shared, employees should sanitize equipment before and after use, including at the beginning and end of each day or in between groups (see [EPA approved list of disinfectants](#))



## ii. Encouraged best practices

1. Keep participants personal belongings separated and in individually labeled storage containers, cubbies, or areas. Belongings should be taken home each day to be cleaned.
2. Provide adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single participant)
3. Assign any shared equipment to one household for length of day camp if practical

# STAFFING AND ATTENDANCE

## i. Minimum guidelines

1. For indoor facilities, maximum occupancy of 50% of facility capacity permitted
2. Day camp coordinator should maintain groups sizes of 10 participants or fewer
  - a. If practical, day camp coordinator should maintain ratio of 2 adults per group
  - b. If not practical, day camp coordinator may assign 1 floater employee per every 2 groups
3. Multiple groups permitted at once as long as 1) facilities allow for social distancing of participants and employees, 2) 30-ft of distancing is maintained between groups, and 3) areas for each group are clearly marked to discourage interaction between groups
4. Day camp coordinator/ employees should limit group sizes for activities to 10 or fewer participants. If social distancing is not feasible, groups should be limited to people within the same household or activity should be suspended.
5. Groups should be static, with no mixing of employees or participants between groups for the duration of the day camp
  - a. Exception may be made if there is a floater employee per every 2 groups
  - b. If the day camp runs on an alternating day/ shift schedule, group leaders/ employees may lead 2 groups across days/ shifts maximum
6. Day camp coordinator should assign employees to designated group of participants
7. Day camp coordinator should evaluate common areas/ break rooms to allow for social distancing of 6-ft or greater by removing/decommissioning furniture or staggering break times; this guideline is not intended to diminish employees break time requirement contained within a collective bargaining agreement.
8. Day camp coordinator should designate pool of substitute employees to replace employees as needed
  - a. Substitute employees should be used for full days only – no part-time substitutions are allowed
9. Day camp coordinator should design a plan to allow for social distancing within the workplace and if needed, designate employee(s) to monitor capacity limits and social distancing



## ii. Encouraged best practices

1. If practical, participants from the same household should be within the same group
2. If indoors, day camp coordinator should designate room or space for each participant group to use for duration of the day camp
3. Stagger shift start and end times to minimize congregation of employees during changeovers
4. Employees should supervise young children when using sanitizer
5. Participants/ employees should wear colors corresponding with their group to make social distancing easier to manage/ enforce

## EXTERNAL INTERACTIONS

### i. Minimum guidelines

6. Before allowing external supplier, volunteer, or visitor to enter, or while requiring them to wait in a designated area, day camp coordinator should ask whether external supplier, volunteer, or visitor is currently exhibiting COVID-19 symptoms
  - a. If practical, day camp coordinator should take external supplier, volunteer, or visitor temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
7. Suppliers, volunteers, or visitors should wear face coverings over their nose and mouth when entering premises (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
8. Volunteers should abide by static classroom guidelines applied to employees with no mixing between groups for the duration of the day camp/ volunteer period
9. Day camp coordinator should keep log of all external visitors who enter premises
10. No field trips outside of designated day camp area allowed
11. Family-style meals are not permitted
12. Reusable dishware, except for refillable water bottles, will not be allowed. All dishware should be single use and disposed of after each use



### ii. Encouraged best practices

1. Limit contact between visitors, day camp participants, and employees
2. Participant meals brought from home should be in single-use containers to be thrown out after each meal
  - a. If meals are stored in a communal refrigerator they must be spaced apart and not touching and handled only by an employee
3. Provided snacks should be pre-packaged and only handled by staff utilizing safety guidelines
4. Parents dropping off or picking up kids should wait at designated drop-off/ pick-up areas and arrive during designated time window

## CUSTOMER BEHAVIORS

### i. Minimum guidelines

1. Enrollment in day camp should be coordinated in advance and completed online/ through the phone (e.g., no walk-ins)
2. Before being granted entrance to day camp, employees should ask whether participant is currently exhibiting COVID-19 symptoms. If a participant does have symptoms, they should wait to enter premises until they have had no fever for at least 72 hours, other symptoms have improved, and at least 10 days have passed since their symptoms first appeared
  - a. If practical, day camp coordinator should take participant temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
3. If participant does contract COVID-19, they should remain isolated at home for a minimum of 10 days after symptom onset and can be released after feverless and feeling well (without fever-reducing medication) for at least 72 hours OR has 2 negative COVID-19 tests in a row, with testing done at least 24 hours apart
4. Day camp coordinator should maintain attendance log of participants
5. If the day camp coordinator is providing participants with transportation to and / or from the day camp program:
  - a. Interior of vehicle should be sanitized before and after use by participants
  - b. Day camp coordinator should provide hand sanitizer at the entrance of the vehicle
  - c. All riders should wash or sanitize hands prior to boarding the vehicle
  - d. Participants, employees and drivers should wear masks when in the vehicle
  - e. Participants should maintain social distance from non-household members while in the vehicle
    - i. Participants should sit one to a seat unless sitting with one additional household member
    - ii. If practical, participants should sit in staggered rows (one participant per seat, per row)
  - f. If a rider in the vehicle is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting should be performed as soon after the confirmation of a positive test as practical and before the vehicle is put back in service
  - g. There should be a supervisor to oversee participants on the bus (can be bus driver)



### ii. Encouraged best practices

1. If possible, employer should take participant temperature using thermometer (infrared / thermal cameras preferred, touchless thermometers permitted)
  - a. Participant temperatures should be taken upon arrival to day camp. Anyone with a temperature of 100.4°F or above will not be permitted to remain on site
2. Participants wear face covering over their nose and mouth at all times except for when eating, playing a musical instrument, or when outside and able to maintain a safe social distance (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)
3. Participants should sanitize hands regularly

**If you have questions or need additional support:  
Please call our hotline at 1-800-252-2923  
or e-mail us at [ceo.support@illinois.gov](mailto:ceo.support@illinois.gov)  
or return to [Illinois.gov/businessguidelines](https://illinois.gov/businessguidelines)**

**Additional Resources:**

- [CDC Interim Guidance for Businesses and Employers](#)
- [CDC Workplace Decision Tool](#)
- [IDPH Testing Guidance](#)
- [IDPH FAQs](#)
- [Symptoms of Coronavirus](#)
- [IDHR FAQ for Businesses Concerning Use of Face-Coverings During COVID-19](#)
- [CDC Guidelines on Cleaning and Disinfecting Your Facility](#)
- [CDC Guidance on Cleaning Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [EPA Disinfectants for Use Against SARS-CoV-2](#)