

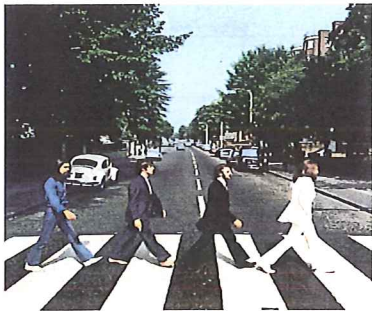


Recreational Camps for Children

Minimum Standards
105 CMR 430.000
State Sanitary Code, Chapter IV

www.state.ma.us/dph/dcs

CROSSING to COMPLIANCE



105 CMR 430.000 - Recreational Camps

- Amended code approved by Public Health Council on March 6th, 2018. Official promulgation date 3/23/18.
- Recreational Camp webpage has been updated with several revised and new documents, forms and web-links.
- The "threshold for licensing" is now **4 days in a two week period or 3 or more over-nights.**
- Clarification of storage & administration of medications at camps and role of the camp's Health Care Consultant

**Current web links/documents with
NO Changes**

- Web link to The Department of Criminal Justice Information Services (DCJIS) re: CORI
- Meningococcal Disease and Immunization FAQ
- Memo to LBOH re: Camp Reporting (Note: Updated at the end of each summer)
- Annual Camp License Reporting Form
- Christian's Law web link
- Advisory to LBOH re: Municipal Program Exemption (Reissued 2018)
- Camper Injury Form

Retained documents with few updates & revisions:

- Current FAQ for Parents and Tri-fold
- Fire Prevention and other Emergency Plans (separate documents, now combined)
- Advisory for Storage and Administration of Medications "Guidance for Training Unlicensed Health Care Supervisors"
- Policy Statement Regarding Background Information Checks
- Camp Inspection Form (update based on amended code)

New Documents

- Regulation 105 CMR 430.000
- Important Amendments to 105 CMR 430.000
- Recreational Camp Operators Checklist
- Memo to Camp Operators regarding Required Immunizations
- Guidance for Training Unlicensed Health Care Supervisors
- Medication Administration Competency Skill Checklist
- Important Webpage Links regarding Recreational Camps for Children (topics below):

Bats	Beaches	Immunization
MMR	Flu	DEET
Heads Up	Extreme Heat	Security & Safety Plans
Rabies	Epi-Pens	Other

Amended Sections

430.090 - Background Information

- MA CORI and SORI for all staff & volunteers. National check OK in lieu of out-of-state background check. Permanent staff with no break in service must be done at a minimum every three years versus only once.

430.091 - Staff Orientation and Training

- Orientation and training for all applicable camp staff (e.g. - programmatic or other direct oversight).
- Training components and attendance to be documented.
- Staff will receive all necessary training specific to overseeing certain camp activities or any specialized training to meet the needs of campers with unique physical or behavioral needs, as applicable.
- As part of the orientation, all counselors, junior counselors, and other staff and volunteers shall complete one on-line head injury safety training program, such as the Centers for Disease Control and Prevention's "Heads-Up" training (Every Year), or an equivalent training approved by the MDPH.

430.093 - Prevention of Abuse and Neglect

- Written policies and procedures for prevention. Abuse & neglect as defined per DCF. Notification to the LBOH and the Department if report filed pursuant to c 119, s 51A.

Amended Sections

430.100 - Counselor & Jr Counselors Requirements

- Allowable experience includes: 4 weeks minimum as Jr. Counselor or in supervisory role with children, OR participation in structured group camping.

430.101 - Counselor to Camper Ratios

- Required ratio for campers with disabilities replaced with staffing plan to ensure adequate supervision of campers with disabilities.
- Line of sight or close proximity for required ratios (1 to 10 or 1 to 5).

430.102 - Camp Director Requirements

- Primitive, Travel and Trip Camp Director must be at least 25yrs (vs. 21).

Amended Sections

430.140 - Medical Waste

- Any medical waste generated at a camp shall be managed in accordance with the requirements of 105 CMR 480.000.

430.145 - Maintenance of Records

- Camp operators shall maintain all records relating to campers, staff and volunteers for a minimum of three years.

430.150 - Health Records

- All health records whether electronic or hard copy need to be secured from unauthorized access, but "readily available". The Sudbury Health Department is requesting all Health Documents to be in paper form on site in compliance with HIPAA locked document regulations.

Amended Sections

430.151 - Physical Exams & Certificate of Immunization

- All campers and full-time staff at residential, travel, trip or sports camps must provide a medical history, certificate of immunity, and a report of a physical exam conducted in the last **18 months**.
- Any required TB screening/testing based on current DPH guidance.

430.152 - Required Immunizations

- Specific requirements removed from the amended code. Written documentation (e.g. – Certificate of Immunization) must be on file for all **staff and campers** based on current immunization schedules. Please see the document in your packet.
- Annual memo to Camp Operators will continue to be provided by the Bureau of Infectious Disease and Laboratory Sciences listing current requirements.

Amended Sections

430.153 - Physical Exam & Immunization Exemptions

- Exclusion allowed at a camp pursuant to 105 CMR 300.000 of all susceptible children, including those with medical or religious exemptions in situations when vaccine-preventable or any other communicable disease are present.

430.154 - Injury Reports

- Any serious injury to a camper, staff or volunteer who is sent home, or brought to the hospital or physician's office with a positive diagnosis.
- **The MDPH form must be submitted within 7 days of occurrence to both the Department and the local BOH.**

430.155 - Medical Log

- **List date and time** for each incident. Must be "readily available" with each page signed by an authorized staff person.
[Note: OK to input electronically but periodic (i.e. – daily) hard copy print out needed for signature.]

Amended Sections

430.157 - Communicable Disease & Parental Education

- Communicable Disease Reporting to both MDPH and the local BOH pursuant to 105 CMR 300.000 and in consultation with the Camp's Health Care Consultant (HCC).
- Information regarding meningococcal disease and immunization must be provided to parents/guardians when registering for camps in accordance with MGL c. 111, s. 219.

430.159 - Health Care Staff to be Provided

- All camps must have a Health Care Consultant (MA Physician or NP).
- HCC must sign off on all of the camp's health care policies.
- Camps must provide list to HCC of all Health Care Supervisors (HCS).
- Camps should designate an adequate number of HCS to meet need.
- HCC must train all HCS who are not licensed.
- **Training & test of competency for unlicensed HCSs** per 430.160.

Amended Sections

430.160 - Storage and Administration of Meds

- All prescription medications shall be in compliance with applicable MGL.
- Prescription medications must be stored in a secure manner or under the direct control of the HCC/HCS, or camper authorized to self-administer.
- Written policy for administration of medications at the camp shall specify camp staff authorized either by "scope of practice" or designated HCSs trained & instructed by the HCC to administer oral/topical meds only.
- Written policy when HCSs or other employees may be allowed to administer epinephrine via an auto-injector if so designated by the HCC with documented training & test of competency. Parental/guardian sign-off is required.
- Camp health policies shall specify procedures for blood sugar level monitoring of diabetic campers that allows self-monitoring & self-injection with written parental/guardian and HCC sign-off.
- Camp must maintain a log for disposal according to the applicable state and federal laws of any prescription medication.

Amended Sections

430.161 - Healthcare Facilities and Equipment

- Infirmaries at residential camps should have the ability to create an isolation room with negative pressure (i.e. - window fan blowing out) for campers with suspected communicable disease.
- Parents/guardians should be notified as soon as possible when a child is isolated.
- All First Aid Kits shall meet current ANSI Standards (see American National Standards Institute Z 308.1) including, at a minimum, one Class B kit and one or more Class A kits.

Amended Sections

430.165 - Tobacco Use

- All tobacco use is prohibited at camps excluding FDA approved nicotine delivery systems (e.g. - transdermal patches, nicotine gum).

430.166 - Alcohol and Recreational Marijuana Use

- Use of alcohol and recreational use of marijuana in any form is prohibited at recreational camps for children during all hours of operation.

Amended Sections

430.190 - General Program Requirements

- New Section added regarding an "unrecognized person" at the camp. "The operator shall maintain an effective protocol for the appropriate identification and handling" of such situations.

430.191 - Discipline Requirements

- Added reference for American Academy of Pediatrics or other current childcare guidance on effective discipline procedures.

430.201 - Rifflery Program

- Shooting ranges shall be constructed and operated according to NRA standards.
- Only single shot rifles allowed.
- Campers must remain behind firing line except when authorized to retrieve targets.
- Rifles to be unloaded with action open except during live firing.

Amended Sections

430.204 - Waterfront Requirements

- New section added specifying compliance with 105 CMR 432.000, Christian's Law .

430. 206 - Playground Equipment

- ...shall be of a safe design and in good repair pursuant to current Consumer Product Safety Commission's "Public Playground Safety Handbook".

430. 209 - Telephones

- Must be reliable and have readily accessible listing of the HCC and other emergency and telephone numbers, as well as pertinent dialing instructions (e.g. - 9-911).

Amended Sections

430. 210 - Emergency Plans

- Written emergency/disaster plans shall be in accordance with American Camp Association Standard OM 8.1 and made available at the campsite.
- All staff shall be trained in emergency/disaster procedures.
- All Emergency Plans shall be submitted to Assistant Fire Chief Tim Choate for approval.

430. 212 - Field Trips

- Written itineraries will be established before departure and a copy provided to parents/guardians.
- Whenever feasible notification shall be provided to parents/guardians of any changes to the itinerary prior to departure.
- A HCS shall accompany all field trips.
- Readily available access to health records, medications and first aid kits shall be provided as needed.

Amended Sections

430. 213 - Emergency Communication System

- Operating system to alert campers and staff of an emergency situation that will elicit pre-determined response.

430. 216 - Smoke and CO Detectors are Required

- Carbon monoxide detectors along with smoke detectors must be provided and maintained in accordance with 780 CMR - Building Code and 527 CMR – State Fire Code.

430.217 - Tents

- Any temporary, transportable tent used at a recreational camp shall be clearly identified by the manufacturer as constructed of **fire-resistant (vs. fire-retardant) material**. Such tents shall not exceed 400 square feet in area.

Amended Sections

430. 251 - Transportation Safety

- New section added: "A minimum of at least one staff person shall accompany and monitor campers during any bus or van transport either from the morning pickup to the camp or an afternoon return trip for off-site drop-off."

430. 320 - Food Service

- Camp operators using a federal United States Department of Agriculture (USDA) Summer Food Service Program managed by the Massachusetts Department of Elementary Education and Secondary Education, or its successor, shall provide written documentation of a food compliance inspection conducted by either the municipality, the state or a contracted third party, pursuant to 105 CMR 590.000.

Amended Sections

430. 331/332 and 333 - Food Requirements

- Updated reference for food service at camps to meet *Dietary Guidelines for Americans* - Nutritional Goals for Age-Sex Groups Based on Dietary Reference Intakes and Dietary Guidelines, of the Federal Dietary Guidelines Advisory Committee, or its successor.

430. 376 - Hot Water Temperatures

To be provided:

- In quantity and pressure sufficient to satisfy the ordinary use of all plumbing fixtures which normally need hot water for their proper use and function.
- in a temperature range of not less than 110°F (43°C) and not greater than 130°F (54°C) for fixtures other than a bathtub or shower.
- in a temperature range of not less than 100°F (38°C) and not greater than 112°F (44°C) for a bathtub and shower.

Amended Sections

430.430 - Swimming Pools

All pools used by recreational camps must comply with:

- 105 CMR 435.000;
- the Pool Fence Law, and the
- federal VGB Pool & Spa Safety Act
- At the first pool swimming session, a camp operator shall ensure a determination is made of each camper's swimming ability.
- Campers shall be confined to swimming areas consistent with the limits of their swimming ability or to swimming areas requiring lesser skills than those for which they have been classified.

Amended Sections

430.432 - Bathing Beaches

- All swimming conducted by a recreational camp must be at a freshwater or saltwater beach in compliance with 105 CMR 445.000: Minimum Standards for Bathing Beaches.
- Documentation of water testing results pursuant to 105 CMR 445.000 should be maintained by the recreational camp even if the beach is operated by a third party.
- Additionally, water visibility should be assessed by the camp operator prior to conducting swimming activities with the use of a black/white secchi disk to verify four foot visibility.

430.451 - Certificate of Inspection Required

- All camp structures used for sleeping or assembly purposes shall be inspected annually for compliance with 780 CMR: State Building Code.

Amended Sections

430.454 - Structural and Interior Maintenance

- All structural elements of camp facilities, including, but not limited to, foundations, cellars, floors, walls, doors, windows, ceilings, roofs, staircases, porches, and chimneys, shall be maintained in good repair, fit for the use intended, and in compliance with the requirements of 780 CMR.
- The interior of the facility shall be maintained in good repair and in a safe, clean, and sanitary condition, free from accumulation of dirt and rubbish.
- The Building Department need to inspect any building that the camp uses during the season (Fairbank, schools, Field House, private or rented space) and you need to include inspection certificate in application.

430.456 - Egresses

- All egresses shall be in compliance with the requirements of 780 CMR and maintained free of obstructions.

Compliance with other CODES

Current requirement that Camps need to document compliance with:

- Minimum Sanitation Standards for FOOD
 - 105 CMR 590.000
- Minimum Sanitation Standards for POOLS
 - 105 CMR 435.000
- Minimum Sanitation Standards for BEACHES
 - 105 CMR 445.000

Bathing Beaches - 430.432

Required compliance with 105 CMR 445.000:

Minimum Standards for Bathing Beaches

Bathing and swimming shall not be permitted at any bathing beach:

- that does not meet the requirements of 105 CMR 445.000;
- has routine beach water sampling results indicating an exceedance of the standards established by 105 CMR 445.000 Results shall be submitted to the BOH within 5 days of receipt from the laboratory, however, any validated results shall immediately be reported to the BOH; and
- that has limited water visibility when tested with a black/white secchi disk. At least four feet of water is not readily visible from the surface of the water; or when, under normal usage, such disk is not readily visible from the surface of the water when placed on the bottom where the depth is less than four feet.

105 CMR 432.000 - Christian's Law

- It is important to keep in mind that Christian's Law MGL 127A½ became effective October 16, 2012, thus municipal and recreational programs or licensed camps conducting swimming at fresh or saltwater beaches in Massachusetts must be in compliance with the law's requirements since 2013.
- The Department has promulgated regulations for Christian's Law applicable to all municipal and recreational programs or licensed camps conducting swimming at fresh or saltwater beaches (See 432.000 regulations on the CSP website).

Christian's Law (con't)

- Approval was given at the April 12, 2017 Public Health Council meeting as final regulations.
- Effective date was May 5, 2017.
- Updated guidance documents including "checklist" and "documentation form", also "PFD fit-testing video".
- Requirements in place for swim ability determination; identifying non-swimmers and at-risk swimmer; confinement to specified swimming areas, and ensuring PFDs are made available.
- Enforceable under the State Sanitary Code for camps, municipalities to ensure otherwise.

Paperwork for Camp Operators

- Additional Permits needed (current requirements)
 - Certificate of Inspection/Occupancy: Local bldg. inspector
 - Statement of compliance for facilities and approval of Fire/Emergency Evacuation Plan: Sudbury Fire Dept.
 - Private water supply approval (if applicable):
 - DEP: >25 people AND >60 days/yr
 - BOH: <25 people AND <60 days/yr
 - bacterial and chemical testing results

Background Information Documents

Staff: any individual employed by camp.

Requirements for ALL Staff:

- Prior Work History – info for previous 5 years
- 3 Positive References – from non-relatives [see 430.090(C){2}]
- Criminal History Review:
 - CORI / *Juvenile Report*
 - SORI: Info check with Sex Offender Registry Board
 - Out-of-State / National / Country Background Check (if applicable)

Camper to Staff Ratios

- Residential and Day Camps:
 - 1 counselor / 10 campers over 7 yrs
 - 1 counselor / 5 campers when 7 yrs and younger
 - mix of ages, use stricter ratio
 - "line of sight" criteria
- Jr. counselors can account for 1/2 of ratio
 - e.g.: 20 campers over age 7 =
1 counselor and 2 junior counselors
- NOTE: To ensure proper supervision a designated swimming area: 1 lifeguard / 25 campers and
1 counselor / 10 campers

STAFF QUALIFICATIONS

- Day Camp, non-sport:
 - Camp Director 21 years old
 - Counselors
 - must be 16 years old
 - Junior Counselors
 - must be 15 years old
- All other camps:
 - Camp Director 21 years old
 - Counselors:
 - must be 18 (or high school graduate)
 - Junior Counselors
 - must be 16 years old

- Age is determined prior to camp.
- All counselors must be 3 yrs older than the campers they supervise.
- All counselors and junior counselors must be provided with an orientation prior to camp.

Background Information - Staff

- NOTE: new requirements for day care programs (e.g. - fingerprints) are currently not applicable to recreational camps.
- CORI from Department of Criminal Justice Information Services conducted for all staff regardless of permanent residence.
- Out-of-State and International staff: criminal record check from place of permanent residence (local police chief, national / state criminal info system) "where practicable".
- Permanent employees (no break in service) will need CORI or SORI history every three years.
- ALL other employees and volunteers must have updated CORI & SORI every year.

Medical Personnel/Records/Facilities

- Health Care Consultant
- Health Care Supervisor
- Health Care Policy
- Health Records
- Certificate of Immunization
- Storage and Administration of Medications
- Medical Log Book
- Infirmary/First Aid Area
- First Aid Kit

Medical Personnel/Records/Facilities

- Health Care Consultant
 - Physician, Nurse Practitioner, or Physician Assistant - with pediatric training
 - Provide oversight of Health Care Supervisor
 - Review and approve camp health care policy
 - Be available for consultation at all times
 - Develop and sign written orders
 - Oversee administration of medications- list of medications signed by HCC.
 - Train and document the training of the HCS
- Check for current Health Care Consultant Agreement

Medical Personnel/Records/Facilities

- Health Care Supervisor
 - At least 18 years old, CPR and First Aid cert.
 - May be a licensed medical professional
 - Must be on-site at all times
 - HCC may designate more than one
 - HCC and/or Health Care Supervisor only individuals to administer medications
 - HCS - oral and topical only - unless RN/LPN

NOTE: epi-pen exception with HCC training and parental/guardian sign-off. Also supervised self-injection, blood glucose monitoring and use of inhaler based on age and parental/guardian sign-off

Medical Personnel/Records/Facilities

- Health Records
 - ▷ Required for every camper and staff person
 - ▷ Record must include personal information and emergency contact information
 - ▷ <18 yrs:
 - must include parent/guardian permission for emergency medical care and for the administration of medications.
 - Must include health and immunization information and be "readily available".

Immunizations for Staff and Campers over 18

- **MMR 2 doses** anyone born in or after 1957. Anyone born in the U.S. before 1957 is considered immune. Laboratory evidence of immunity to measles, mumps and rubella is acceptable
- **Varicella 2 doses** anyone born in or after 1980 in the U.S., and anyone born outside the U.S. **Anyone born before 1980 in the U.S. is considered immune.** A reliable history of chickenpox or laboratory evidence of immunity is acceptable .
- **Tdap 1 dose**; Td should be given if it has been 10 years since Tdap
- **Hepatitis B 3 doses** for staff whose responsibilities include first aid; laboratory evidence of immunity is acceptable

Health Care Policies

- Written Camp Health Care Policy (added language underlined, see Section 430.159)
 - Approved by the BOH and by the camp HCC.
 - Such policy shall include, but not be limited to: daily health supervision; infection control; medication storage and administration, including self-administration when appropriate, procedures for using insect repellent; conducting tick checks; promoting allergy awareness; handling health emergencies and accidents, including parental/guardian notifications; available ambulance services; provision for medical, nursing and first aid services; and
 - ...the name of the designated on-site camp HCS and the name, address, and phone number of the camp's HCC.
- Injury Reports (added language underlined, see Section 430.154)
 - A copy of each injury report shall be sent to the Department, as well as the BOH, as soon as possible but no later than seven calendar days after the occurrence of the injury.

Parental Education (subsection in the CODE)

MDPH Fact Sheet available on [Meningococcal Disease & Immunization](#) pursuant to Chapter 111: Section 219

- Information to be provided to parents:
 - Definition;
 - How is it spread;
 - Who is most at risk;
 - Is there a Vaccine; and
 - How can I protect my Child.
- Children attending day or residential camps are not considered to be at increased risk
- Meningococcal vaccine is not recommended for attendance at camps. Parents/guardians need to consult with their child's health care provider.

Plans, Policies and Procedures

- | | |
|---|------------------------------------|
| 1. Procedures for Background Review of Staff and Volunteers | 4. Discipline policy |
| 2. Orientation Plan for staff and volunteers | 5. Fire Evacuation Plan and Drills |
| 3. Reporting suspected child abuse or neglect | 6. Disaster plan |
| | 7. Lost camper plan |
| | 8. Lost swimmer plan |

Plans, Policies and Procedures

- | | |
|---|--|
| 9. Traffic control plan | 12. Camper Release |
| 10. Contingency plans: Day Camps | 13. Promotional literature |
| 11. Emergency Plans and Provisions: Primitive, Trip or Travel Camps | 14. "Unrecognized Person at Camp" policy |
| | 15. Sunscreen application permission and policy |
| | 16. Tick Checks |
| | 17. Unrecognizable person |
| | 18. Diabetes Insulin administration and Blood Sugar monitoring |

Plans, Policies and Procedures

2. Orientation Plan for all staff and volunteers:

- Include all plans and procedures and describe each persons responsibilities.
- Need documentation of Orientation

3. Abuse and Neglect Prevention and Reporting Procedures:

- Steps to prevent abuse and neglect
- Reporting procedures:
 - All staff report suspicions to DCF or Camp Director
 - Camp Director must immediately notify DCF
 - Camp Director notify BOH and DPH of report to DCF

Plans, Policies and Procedures

4. Discipline Policy:

- Describe behavior that warrants discipline and list acceptable methods of punishment. (e.g.- time out, send to Director's office, call parents, etc.)
- Must list prohibitions found at .191(B)
 - no corporal punishment, no hitting of any kind
 - no cruel punishment, verbal abuse or humiliation
 - no denial of food, water or shelter
 - no punishment for wetting the bed

Plans, Policies and Procedures

5. Fire/Emergency Evacuation Plan

- Note that fire drills are conducted within 24hrs of the start of each camp session and list frequency and procedures of those drills throughout season.

6. Disaster Plan

- Explain procedures in event of varying disasters (lightning, etc.). Note transportation resources, emergency shelter, etc.

7. Lost Camper Plan

- Indicate responsible search staff and procedures at camp and associated areas. Include notifying 911,etc.

8. Lost Swimmer Plan

- Explain lifeguard search plan of shallow and deep water areas and surrounding terrain.

Plans, Policies and Procedures

9. Traffic Control Plan

- Methods of reducing traffic in crowded areas (e.g. -designated drop-off/pick-up locations).

10. Contingency Plans – Day Camp

- Procedures for:
 - camper that doesn't show up for camp, or at point of pick up
 - arrival of unregistered child.

11. Field Trips

- List daily itinerary and copy parents/guardians
- HCS with first aid kit , etc.

Plans, Policies and Procedures

12. Camper Release:

- If not released to parent/guardian, must be written designation of others.
- Alternate arrangements approved in writing by BOH.

13. Promotional Literature:

- Copy of Policy re: mildly ill campers, administration of medications and emergency health care provision.
- Statement re: regulatory compliance w/DPH and licensing by BOH.
- Inform parents/guardians of right to review policies:
 - background review;
 - health care policies;
 - discipline policies and
 - grievance procedures.

Plans, Policies and Procedures

14. Unidentified Person at Camp (430.190E)

The operator shall maintain and implement an effective protocol for the appropriate identification and handling of unrecognized persons (i.e. non-campers, staff, volunteers, contractors, or parents or legal guardians) at camp.

FEEES, RE-INSPECTIONS AND DOCUMENTS

- Camp Licensure fee is \$150. Re-inspection fee is an additional \$75. All documents need to be submitted to the Sudbury Health Department 90 days prior to your camp opening (June 17th Camp opening documents at BOH office by March 20th)
- Camp Applications, Camp Manual, Health Care Consultant Agreement and Health Care Policy to the BOH by no later than May 1st. Along with other documents listed in the application.

NEXT STEPS

- After review of Camp documents I will send an email to camp with any missing information for follow up
- All Staff CORI/SORI information, background work history, references, and Health and Immunizations records must be on Site at Inspection (or can set up a meeting prior to camp at my office for review)
- Review the Camp Inspection Form that is what I will be using on the day of inspection.

RECREATIONAL CAMPS –
INJURIES REPORTED

CALL 911 !!!!!

- Syncope
- Seizures
- Allergic reactions
- Concussions
- Heat Exposure Related

IT'S A WRAP...

Prevention is the KEY...

Stand vigilant in the face of adversity...

Remember, WE Do it for the Children !

Questions ?