

# Children's Camp Meeting 2019

Wyoming County Environmental Health  
Department

5362A Mungers Mill Road  
Silver Springs NY, 14550  
585-786-8894

# Introductions:

- Steve Perkins – Director of Environmental Health
  - Rob Jines- Public Health Sanitarian
  - Andy Meyer – Public Health Sanitarian
  - Rick Stevens – Public Health Technician
  - Danni Hudson – Public Health Technician
  - Shelley Connelly – Environmental Health Assistant
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- Nate Hall – Environmental Health Field Coordinator NYSDOH

# Children's Camps:

- Operate between June 1 – September 15
- Day Camps Children under 16 operating more than 5 days in a two week period.
- Overnight camp: Children under 18 operating more than 72 hours with provisions for overnight occupancy.

# Form Submission

- Application DOH 3965
  - Workers Comp, and disability insurance
- Facility and Staff Description DOH 367
- Director Certified Statement DOH 2271
- State Central Register Database Check LDSS 3370
- Safety Plan Template
- **All Forms Due Min. 60 Days prior to Camp**
- If sending forms Electronically (email) send to Shelley Connelly: [sconnelly@wyomingco.net](mailto:sconnelly@wyomingco.net)
- Please copy me on all emails [rjines@wyomingco.net](mailto:rjines@wyomingco.net)

# Inspections

- Pre – operational, Camp responsible for scheduling this inspection with our office. Give yourselves plenty of time. One needed per facility. Will also include fire safety inspection
  - Water Samples must be taken prior to camp. Please call to arrange for a sample to be taken.
- Operational inspections, unannounced – We must have your dates of operation correctly listed on DOH 367

# Safety Plans

- Use Safety Plan Guide (PDF). With very few exceptions
- Review existing plan, check for repetition, inconsistencies, outdated material, add new activities
- **Add Template addendums where appropriate.** Guide and Templates available on NYSDOH website.
- Inspections will check for consistency with your operating procedures.

# Supervision

- Methods must be sited in safety plan
- Ratios met
- Visual or verbal communications capabilities between camper and counselor during activities and a method of accounting for the camper's whereabouts at all times.
- Appropriate counselor ages: 18 yrs. for overnight camps, 16yrs. for day camps

# Medical

- Staff Qualifications Proper licensure
- Medication Administration
- Medication Storage
- Documentation
- Reporting Requirements
- Pre camp screening

# Medical info

- Children may carry and use sunscreen / insect repellent if a permission slip from a parent is on file at camp.
- Amended PHL to allow children's camps to access NYSIIS and CIR to obtain vaccination records.
- Medication: Asthma inhalers, camper epi pens, and other emergency lifesaving medications prescribed to the camper may be carried by the camper
- Section 3000-c Epi pen auto-injector Amendments effective March 29, 2017

# Reporting Procedures

- Illness Injury Reportable poster
- Call within 24 hours (even on weekends). Off hours procedure.
- All required forms in packets. Keep supply at camp
- **Keep copies of completed forms and fax transmissions**

# How to contact us

- During business hours 585-786-8894
- Fax 585-786-8167
- After hours and Weekends
  - Call 585-786-2233 (Hospital)
  - Tell them you have a camp issue for Environmental Health
  - Wait for Steve to call you back

# Rabies

- Bats in Camp
- Wild Animals
- Camp “pets” Must be vaccinated
- Reporting
- DOH Form
- Call us immediately



# Bat Exposures

- Staff and camper education
- Inspect for roosts and bat presence in sleeping quarters and heavily trafficked day use areas
- Exclude bats from sleeping quarters.
  - Structural modification
  - Denial of re-entry
  - Removal and relocation (check valves, bat houses)
- Capture/testing of bats in exposure incidents

# Amusement Devices

- Permit with Department of Labor
- Variance allowing “covered devices” to be looked at by the DOH for devices used only in conjunction with a children’s camp.
- Yearly certification by a third party on file
- **Operation manual onsite**
- Proof of insurance binder on file
- New Construction, get us involved to be sure requirements are met.

# Pool and Beach Operation

- Current Certifications listed on DOH 367a  
Must have PSI / WSI to assess swimming ability  
listed on 367a
- Aquatics Director – Minimum Age requirement  
(21) / Certifications listed on 367a
- Operation Reports / Maintenance. *Including water  
clarity in beach facilities.*
- Beach samples will be collected.

# Pool Operation

- Competent person in charge.
- Chemical testing **prior** to use each day and often during use. **Give yourself correction time**
- Pool closure conditions, (Communication)
- Call with problems / need for assistance
- Operation reports kept up to date
- Daily inspections

# Aquatics Directors

- Must have successfully completed a training course in lifeguard supervision and management.
- Must meet minimum age (21) and experience requirements

# Swimming Buddy System

- Detailed procedure in Safety Plan.
- Ratios for counselors still need to be maintained at waterfront (in addition to lifeguards).
- Non-swimmer/swimmer identification, must be in Safety plan.
- Tag in Tag out, who runs board
- Buddy checks every **15 min or less**
  - These checks should not take long, quick buddy counts. Get staff to work together
  - Keep Buddies together in pool or on deck
  - **Swimmer education of system**

# Lifeguards

- Distractions (cell phones, other staff, etc.)
- Blind spots / Glare
- Other Duties
- Training videos: Ten Commandments of Lifeguarding, Yoni Gottesman video, etc.
- Frequent in-services / training
- Voluntary Hyperventilating / Extended breath holding, SWBO

# Off Camp Trips

- Supervision (Trip leader at least 18 yrs old)
- Trip leader First Aid Training
- Must be covered in Safety Plan
- Review Plan 24 hrs. in advance of trip
- Swimming off site?
- Trip Safety plan as well as trip swimming safety plan templates available

# Fact Sheets

- 2018 fact sheets are in your packets
- 2019 fact sheets will be on NYS DOH website
- Use to determine acceptable certifications for your staff



# Water Supply

- Start up procedures (fact sheet in folder)
- Water samples collected min. 15 days prior to camp. You must call to schedule with our office.
- Operation Reports. Chlorine testing must be done by a responsible person every day.
- Report **MUST** be submitted to this office by the 10<sup>th</sup> day of the following month.
- Call our office with potential problems

# Water Supply Cont.

- Sampling Requirements
- Keep us in the Loop, Call with problems.
- Changes to Water System approved by our office prior to work being done.
- Boil Water Orders
  - Pressure / Chlorine
- Maintenance / Spare parts / PPE

# Preventative Measures

- Maintain Equipment / have spare parts on hand
- Check Chlorine level daily
- “Self Inspect”
- Notify Health Department in the event of a problem
- Call our office with potential problems

# Food Service

- Food from approved sources
- Temperatures / Thermometers
- Proper Glove use
- Ill food worker policy (Who is in Charge of this?)
- Cross Contamination
- Use of food after Buffet vs. Cafeteria vs. family style service



# Child Safety Act

## Fact Sheet 2009

Sex offender registry checks on employees / volunteers must be completed **before** camp.

Checking website is not acceptable

- 30 or more individuals must be submitted by CD or e-mail no faxing.
- When filling out spreadsheet pay careful attention to headings noted on fact sheet.
- Less than 30 individuals must be submitted by fax or mail.
- **A copy of the DCJS response must be on site at start of camp.**

# New York State Department of Health Requirements for Campers with Disabilities at Children's Camps

- Applies to ALL camps enrolling one or more campers with a physical or developmental disability.
- Camp must have a mechanism for identifying campers with a Disability. **Question on Application?**
- Supervision Ratios.
- Treatment / behavioral plans on file at camp
- Camp must provide training to staff directly responsible for the care of campers with developmental and/or physical disabilities. This training must be documented.
- Additional swimming requirements must be implemented, such as **parental written permission** and increased supervision ratios.

# N.Y.S. PROTECTION OF PEOPLE WITH SPECIAL NEEDS ACT

- The amendments apply to Children's Camps with 20% or more campers that have a developmental disability.
- Camp staff are required to obtain mandated reporter training
- March 2018 Fact sheet in Packet

# Statewide Central Database Check

- Print legibly!
- Include a **MONTH** and year for residency records.  
Do not make me guess
- Get these forms to me early
- Multiple submissions? (Director / Assistant Director)

# Bedbugs

General Information available at the NYSDOH website

<http://www.health.ny.gov/environmental/pests/bedbugs.htm>



# Dates to Remember

- Application and all other forms submitted 60 days prior to camp
- Pre-operational Inspection before camp starts.
- Water Samples 15 days min. prior to opening.



For additional Information  
Please Visit NYS Department of  
Health Website at:

<http://www.health.ny.gov/environmental/outdoors/camps>

Or

The Wyoming County DOH Camp website at:  
[http://www.wyomingco.net/237/Childrens-  
Camps](http://www.wyomingco.net/237/Childrens-Camps)