



Improving Health Through Leadership and Innovation

**NEW JERSEY DEPARTMENT OF HEALTH**  
**PUBLIC HEALTH & FOOD PROTECTION PROGRAM**

Youth Camp Safety  
Frequently Asked Questions

Revised June 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: 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 NJSIIA sports types of activities are required to submit the attestation form only. If a 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](#)

**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. Completing and submitting an 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.

### Daily Health Screening

**Q: Do camps have to document staff and campers daily COVID-19 screening?**

**A:** General daily health surveillance screening is already required by the NJ Youth Camp Safety regulations and should be documented/checked off as part of the attendance process. A separate temperature and COVID-19 related screening must take place prior to staff and campers being allowed to enter camp. COVID-19 daily health surveillance results are to be documented by exclusion: only when signs and symptoms of illness are observed.

**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.

### Face Coverings and Glove Use

**Q: Are campers required to wear face coverings at camp?**

**A:** While face coverings are generally recommended when social distancing cannot be maintained, the assigned group (staff and campers) are not required to wear face coverings within the group. Face coverings would be necessary when separate camp groups are unable to social distance with each other. Face coverings are not recommended for children under the age of 2.

**Q: Are staff required to wear face coverings at camp?**

**A:** Staff are not required to wear face coverings when supervising their assigned groups. Staff are required to wear face coverings when social distancing of 6 feet cannot be maintained outside of their assigned group and when staff is engaged with individuals not in their assigned group. Lifeguards should not wear a face covering while on duty actively lifeguarding. Please see [Guidance for Operating Pool Bathing Facilities during COVID-19](#).

**Q: When are face coverings generally not recommended?**

**A:** Face coverings are not recommended for campers under the age of 2 years old. Face coverings are not recommended for staff or campers when (1) doing so would inhibit the individual's health, (2) the individual is in extreme heat outdoors, (3) the individual is in the water or (4) when interacting within their assigned camp group.

**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 staff required to wear gloves at camp?**

**A:** No. Staff are only required to wear gloves when handling or serving food to campers.

## Transportation

**Q: Are staff and campers required to wear face coverings on the bus?**

**A:** Staff are required to wear a face covering on the bus. Campers are encouraged to wear face coverings on the bus, as feasible, when social distancing is difficult to maintain. It is generally understood that use of face coverings may be challenging for some 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: 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. Staff to camper ratio must be maintained as stated on page 7 of the [COVID-19 Youth Summer Camp Standards](#).

**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.

## Activities

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

**A:** Contact sports activities where participants are not able to practice social distancing are prohibited.

**A contact sport is one where there is physical contact with such force as having a higher risk of transmitting bodily fluids (i.e.: tackle football, MMA, boxing, karate, etc.).**

Camps are encouraged to modify contact sports to reduce close personal contact (i.e.: flag football vs. tackle) 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: Can camps play non-contact sports indoors or only outdoors?**

**A:** As per NJ COVID-19 Youth Summer Camp Standards, sporting activities must be conducted in an outdoor setting.

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

**A:** There are no limitations on camp activities other than contact sports. 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 events, 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, while maintaining social distancing between groups at such events.

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

**A:** No, off-site field trips and activities are prohibited.

**Q: Can we take our campers for walks off property or walk to a local field to play sports?**

A: No, off-site field trips and activities are prohibited.

**Q: Childcare guidance permits day care centers to leave their facilities to take walks with children, why does youth camp guidance prohibit taking walks and hikes off property with your assigned group?**

A: In efforts to minimize the potential for close contacts with those outside of the camp community, the Youth Camp Project prohibited off-site trips.

**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.

**Q: Are camps permitted to use indoor pool facilities?**

A: No. At this time, Executive Order 153 prohibits indoor pools from use. If you have an indoor pool that has retractable walls and greater than 50% of the pool is then outdoor, you may use the pool. Currently, only outdoor pools may be used for camp. *Subject to change based on issuance of Executive Order or Directives*

## Cleaning and Disinfection

**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. Local health departments are also notified of positive tests by the testing centers and may contact the camp directly. 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: 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 the 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: Will the DOH-Youth Camp Project be providing an overview of the Camp Standards for camp operators and local health departments?**

A: NJDOH will be hosting an information session (TBA in mid-June) for camp operators and Local Health Departments in order to communicate the standards and expectations to ensure uniform application and understanding of the camp standards for the 2020 youth camp season. Notification will go out to local health officers and camps that have completed their youth camp certificate application.

**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 a 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 an application and paid the fee will be able to get a refund or apply the fees to a subsequent camp season. Refund requests 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 license and or refund.

**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?

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.**

NEW

**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:** Requests for criminal history record information for non-criminal-justice purposes may be submitted to the [New Jersey State Police \(NJSP\)](https://www.njportal.com/njsp/212b/). Submit NJSP form "SBI 212B" online at: <https://www.njportal.com/njsp/212b/>

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.

NEW

**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.

## 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 offsite activities are not 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.