



Summer Camp Health, Safety, and Staffing Policy

COMPLIANCE

All health and safety policies of the Extension Division are compliant with The Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPAA), Rutgers University health and safety standards, and the New Jersey Youth Camp Standards N.J.A.C. 8:25 and related Youth Camp Safety Standards.

APPLICABILITY

The standards and procedures set forth in this policy are binding to all summercamp participants – faculty, staff, interns, and students (domestic and international). Even in cases where students are accustomed to other standards and procedures (for example, international students), the standards expressed in this documents still supersede in all aspects.

Certificate of Approval

The Mason Gross Extension Division has a nontransferable Certificate of Approval from the New Jersey Department of Health. Each year this is renewed by May 1, and assures that our liability insurance remains consistent with the potential risks of the camps we offer.

ADMINISTRATION

Overview

The general care of campers is a top priority of the Extension Division. All Extension Division camp staff members with direct supervisory responsibilities are provided with a copy of policies and practices for the care, safety, and discipline of campers. Discipline will never involve deprivation of food, isolation, or corporal punishment. Any allegations relating to the aforementioned are immediately reported to the Department of Children and Families.

Notification & Training of Staff Regarding Policies & Procedures

- Written statements of all personnel policies and practices are provided in camp job descriptions.
- Staff training on child abuse and neglect is provided as part of the Rutgers University Protection of Minors procedure, and during staff orientation.

- Staff members with direct supervisory responsibilities are provided with a hard copy of the Mason Gross Extension Division's policies and procedures ensuring the safety, medical care, and supervision of camper.
 - High risk activities, if conducted at all, are conducted under the guidance and supervision of a qualified adult activity specialist.
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CAMP DIRECTOR

Qualifications

A camp director is engaged for each of the Extension Division's camp offerings. The following is required of all camp directors:

- Individual must be over 21 years of age.
- Individual must possess a minimum of two seasons of administrative experience.
- Individual must have nine months experience working with a youth program, or one season of administrative experience and one year of teaching experience with teacher certification .

Area of Accountability: Review of Potential Hires

Prior to the employment of any staff member, the camp director gathers the following:

- Basic information (including name, address, phone number, contact information for each previous employer).
- Documents indicating the suitability of the staff member to position sought by the individual.
- At least three character references.
- Proof of a successful Criminal History Record Information (aka background check) check.
- Proof of a successful sex offender registry check.

The camp director, working with the Administrative staff of the Mason Gross Extension Division, and Rutgers University Human Relations, maintains records documenting each staff member's information for as long as his/her employment continues.

Area of Accountability: Maintain Adequate Staff-To-Student Ratios

An adequate staff-to-student ratio, and reasonable groupings of campers will be maintained for each camp.

- For campers ages 5 to 17, there will be one adult and one counselor for 20 campers, and one extra counselor for every additional 10 campers.
- For campers ages 2 ½ - 4, there is to be one adult and one counselor for 14 campers, and one extra counselor for every 7 additional campers.
- For campers under the age of 2 1/2 , there is to be one adult and one counselor for 8 campers, and one extra for every additional 4 campers.

Area of Accountability: Certify Compliance of Physical Plant and Environment with New Jersey State Law

- The buildings in which all Mason Gross Extension Division camps are held are in compliance with all local building, zoning, and health codes. Our camp locations are free of standing water and other hazards.
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HEALTH DIRECTOR

All camps of the Mason Gross Extension Division include a medical care program for students under the direction of a designated health director. The health director is responsible for ensuring medical care for our campers. The camp director does not serve as the health director.

The Medical Director's Advisement regarding camper care supersedes that of faculty, staff, and the camp director. All provisions of HIPAA and FERPA (both explained later in this document) are in effect as per Federal Law for domestic and international students.

Areas of Accountability: Health Director

- Prior to the start of a camp, the Health Director reviews the health records of all campers and staff members under the age of 18. Health records include all known physical conditions, mental conditions, and allergies. All written health histories remain on file in a locked and secured file cabinet at the Extension Division's main office for the duration of the camp season.
- The health director maintains written parental consent ("Permission to treat" forms) for emergency medical treatment on-site and provides a copy of the consent to treat forms to accompany each camper on all off-site trips.
- The health director maintains a bound medical log that lists the date, name of the patient, ailment, treatment and the name of the person who administered the treatment.
- The Health Director ensures that the first aid kit is available for all out-of-camp trips and is stocked with appropriate items.
- The health director determines when it is necessary to isolate any person suspected of having a communicable disease, and to document all obvious and unusual conditions ill campers may present.
- The health director will maintain written arrangements with Rutgers EMS regarding 1) EMS' awareness of camps in-session, and 2) for the transportation of ill campers to a suitable care facility.
- If any of the following symptoms occur at camp, the health director will contact the parent or guardian of the camper to take him/her home. *Upon notification, we require that the child is picked up within one hour:*
 - temperature over 100 degrees
 - severe cold with fever or bronchitis
 - difficult rapid breathing
 - severe pain or discomfort
 - vomiting
 - diarrhea
 - rashes that cannot be identified or have not been diagnosed by the physician
 - contagious diseases such as measles, chicken pox, mumps, rosella, pink eye or impetigo, ear or throat infections

- unusual behavior (such as extreme lethargy, refusing to eat or drink, etc.).
- If any injury or illness is serious, the health director will contact the parent or guardian of the camper as soon as possible.
- In the case of any of the following, serious, injuries, the health director will report to the New Jersey Department of Health's Youth Camp Safety Project within 24 hours' notice:
 - Death
 - Head/neck/spinal cord injuries
 - Any injury rendering a camper unconscious
 - Any serious injury requiring professional medical treatment.
- The Health Director ensures that the first aid kit is available for all out-of-camp trips, and that it is stocked with appropriate items.
- The health director administers and stores medication. Prescription medications are administered upon receipt of written authorization.
 - All medications are labeled and stored properly in a secure area.
 - If applicable, medication is stored in a locked refrigerator with a thermometer.
 - All external and internal drugs are kept separate, and drugs are only dispensed for prescribed campers.
 - The following information is on file for all the medications administered: camper's name and parental authorization, name of the medication administered, condition for the medication is used and any cautionary information, instructions for medication administration, date/time/name of medication being administered, medication errors, adverse drug reactions, and any contact made with the prescribing physician regarding errors and adverse drug reaction.
 - All staff members with direct supervisory responsibilities are informed of the medical needs of campers.
 - Unused medication is returned within three days, or destroyed if it is non-returnable.
 - Parents are informed if there is any medication that the Extension Division's camps did not administer.
- **Oversee Additional Medical Care Program Staffing**
 In addition to the Health Director, all camps of the Mason Gross Extension Division are appointed a health director, an adult supervisor, and a physician, RN or LPN, paramedic, EMT, first responder, or BOC certified athletic trainer. The health director holds professional-level CPR certification. Staff with direct supervisory responsibilities will be trained in CPR AED.

COMMUNICABLE DISEASES POLICY

If a child exhibits any of the following symptoms, s/he should not attend camp. If such symptoms occur at camp, the child will be removed from the camp and brought to the nurse. The health director will contact the parent/guardian to take the camper home in the case of the following symptoms:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature

- Sore throat or severe coughing
 - Yellow eyes or jaundice skin
 - Red eyes with discharge
 - Infected untreated skin patches
 - Skin rashes lasting longer than 24 hours
 - Swollen joints
 - Visibly enlarged lymph nodes
 - Stiff neck
 - Blood in urine
 - Any of the following diseases:
 - Respiratory Illness
 - Chicken Pox
 - German Measles
 - Hemophilus Influenza
 - Measles
 - Mumps
 - Gastro-Intestinal Illness
 - Giardia Lambia
 - Hepatitis A
 - Salmonella
 - Shigella
 - Meningococcus
 - Strep throat
 - Tuberculosis
 - Whooping cough
 - Contact Illness
 - Impetigo
 - Luce
 - Scabies
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FIRST AID SUPPLIES

The Extension Division maintains First Aid supplies that are available at all times. Supplies are fully restocked within 48 hours of use. The Health Director ensures that the first aid kit is available for all out-of-camp trips and is stocked with appropriate items.

IMMUNIZATION POLICY

It is required that all Extension Division campers are immunized and provide a statement from a physician that immunization is in progress prior to the start of the camp. Exemptions are considered for those with issues of immunization medically contraindicated or those with medical or religious exemptions from immunization. All immunization records and exemptions are maintained in a locked file cabinet at the Extension Division's main office.

SAFETY

Each staff member is informed of his/her duties and responsibilities in the case of emergency. Fire and emergency drills occur at least once each camp period, or if longer, once every 2 weeks during the camp.

Emergency phone numbers are provided to the campers and staff.

Any flammable liquids and hazardous substances conform to NJUCC, N.J.A.C.5:34 as well as local laws and ordinances.

Fire extinguishers are strategically placed and meet the requirements of Fire Underwriters Association.

Each extinguisher is regularly serviced and inspected both at the time application is made as well as periodic intervals thereafter.

The Extension Division takes precautions about fire safety. All locations have smoke detectors that are checked and in working order prior to the first day of camp.

FOOD AND WATER

Meal service provided to all Extension Division campers meets requirements as stated in N.J.A.C. 8:24. A sufficient quantity of appetizing, sanitary and nutritional quality food is provided to campers. Food preparation menus for each week are posted with all food substitutes listed. These menus are kept on file for the entirety of the summer session.

At least three meals and two snacks are provided each day in resident camp Extension Division camps.

Potable water is provided to campers as well, that has satisfactory water bacti and nitrate tests.

All drinking fountains meet NJUCC, with records from water sampling on site.

TRANSPORTATION

Any transportation provided during Extension Division camps meet all Motor Vehicles and Traffic Regulations, as well as the MVC.

The following vehicle-related safety practices are ensured:

- campers are never left unattended in a bus or vehicle
- campers enter and exit from curbside
- the interior and exterior of each bus or vehicle is both clean and safe, transport vehicles of children under 18 months of age are equipped with child passenger restraint systems
- drivers do not transport more persons than are specified by the manufacturer
- passengers are seated while in motion
- vehicles are checked daily and after each run.

- Emergency evacuation drills occur at least once during each camp that utilizes transportation, or at least once every 4 weeks.
- The Extension Division provides vehicle liability insurance.
- In addition to the driver, at least one adult or counselor is present for every 10 campers being transported to and from off-site trips.
- For children under the age of 6 years old, one adult or counselor is present for every 7 children.
- For children under the age of 2 ½ , 1 adult or counselor is present for every 4 children.

For all Extension Division camps, a record of the following is maintained: transportation routes, names of campers transported, name and address of all drivers, photo static copies of the driver's valid school bus license, contractor-provided transportation services, name and address of contractor, commercial driver's license with a "P" and "S" endorsement copy of license of file, the name and address of the person(s) designated as the additional adult(s) to whom each camper may be released, the license tag number of the vehicle to which each camper is assigned, and documentation of emergency evacuation drills in a log book (containing information regarding the number of passengers, time taken to evacuate the bus, and the signature of the person conducting drill).

The Extension Division provides a ramp device/hydraulic lift with a minimum payload of 800 pounds for campers with physical disabilities. This device has a non-skid surface that is securely stored and protected from the elements when not in use, has at least 3 feet of length for each foot of incline. Other precautions for physically disabled campers include securely fastened wheelchairs facing forward, wheelchairs arranged to not impede access to the exit door, seat belts approved by the MVC, and aisles leading from a wheelchair position to an exit door with a minimum width of 30 inches.

CAMPER PICK-UP / DISCHARGE POLICY

For precollege campers, it is required to have in writing the name(s) of the person(s) to whom a camper can be discharged.

The name and address of the person(s) designated as the additional adult(s) to whom each camper may be released will be kept on record by the Extension Division.

The license tag number of the vehicle to which each camper is assigned will be kept on record by the Extension Division.

SANITATION

Extension Division's camps are maintained in a clean, safe, and sanitary condition. All roofs, exterior walls, doors, skylights, and windows are in good repair. All floors, interior walls, and ceilings are both in good repair and sanitary condition. All plumbing fixtures, water, and waste pipes are maintained and kept clean. All showers, bathrooms, and kitchen floors are maintained, impervious to water, clean and in good sanitary condition. All floor finishes are a non-slip material, and are cleaned daily in good repair. All and any recreational equipment is inspected at least once per week, and is maintained in safe operating condition at all times. The Extension Division maintains a record of these inspections for all camps.

All plumbing and plumbing fixtures at the Extension Division conform to the NJUCC at N.J.A.C. 5:23.

Sewer lines and appurtenances conform to the Pollutant Discharge Elimination System rules, as per N.J.A.C. 7:14A.

Storm sewer drainage remains separate and apart from any sanitary sewage disposal system.

All sewage disposal facilities are approved by local health authority.

Sewage disposal at the Extension Division's camp locations by subsurface means are designed and constructed to the Standards for Individual Subsurface Sewage Disposal Systems, and have obtained approval from the local health authority.

Any sewage disposal systems that exceed N.J.A.C 7:9-1.8 are designed and constructed to the Pollutant Discharge Elimination System rules, as per N.J.A.C. 7:14A.

Any septic or wastewater treatment plant is not approved if a public sanitary sewer system is available.

All septage is disposed of as per N.J.A.C. 7:14A.

Flush toilets and urinals, as well as separated bathroom facilities are available at all locations of Extension Division camps.

Toilets are separated, each with a door, and are maintained in a clean and sanitary condition.

All bathrooms are supplied with adequate toilet paper, and female bathrooms have a container for sanitary napkin disposal.

Resident camps maintain a ratio of one toilet for every 10 females, and one toilet and one urinal for every 15 males.

Day camps maintain a ratio of one toilet for every 20 campers.

In the case that a camp requires a portable toilet, the Extension Division will provide ones with the following requirements: constructed of easily cleanable material, self-closing doors, screened windows and vents, a watertight vault, a raisable seat and lid that can be easily cleaned, located more than 150 feet from an well/stream/lake, located more than 50 feet from any camp building, deodorizers sprinkled daily, and vault emptied regularly and disposed of as per N.J.A.C. 7:14A.

WATER CLOSETS AND SHOWERS

The showers provided by the Extension Division for residing campers maintain the following requirements: natural lighting and ventilation, self-closing doors, screened vestibule and walls to prevent direct views, windows and vents with fly-proof screens, window area that is 12% of the floor area, moisture-resistant interior finish, floors impervious to water and sloped to drains, interior finish that is constructed from a material that can be washed and painted regularly to maintain a clean and sanitary condition, and floors washed daily with disinfectant.

All showers, bathrooms, and kitchen floors are maintained, impervious to water, clean and in good sanitary condition. All floor finishes are a non-slip material, and are cleaned daily in good repair.

The showers for males and female campers within the same structure are separated with a wall.

Common towels are prohibited in all camps.

COLLECTION, STORAGE, AND DISPOSAL OF SOLID WASTE

The Extension Division provides methods of storage, collection and disposal of solid waste for all camps. This includes health hazards, rodent harborage, insect breeding, accident hazards, and air pollution. Dealing with these methods require: durable and watertight containers, containers furnished with a fly-tight lid, containers located in several locations and sufficient in size, containers washed regularly and collected regularly (at a minimum of twice a week).

The Extension Division meets the requirements as stated in N.J.A.C 7:26, as well as the District Solid Waste Management Plan.

MISCELLANEOUS

All Electrical systems, equipment, and grounding of the Extension Division meet the NJUCC.

All Buildings meet the NJUCC and N.J.A.C. 5:70. All buildings for food preparation meet N.J.A.C. 8:24.

The Extension Division provides the following as a means of control of insects, rodents and weeds: control of mosquito and fly breeding, control of weed growth (including poison ivy, poison oak, and poison sumac), buildings without rodent harborages, no leakage of solid waste and recycling containers, and use of pesticides that meet all requirements of N.J.A.C. 7:30.

The Extension Division's camps are maintained in a clean, safe, and sanitary condition. All roofs, exterior walls, doors, skylights, and windows are in good repair. All floors, interior walls, and ceilings are both in good repair and sanitary condition.

All plumbing fixtures, water, and waste pipes are maintained and kept clean.

All and any recreational equipment is inspected at least once per week, and is maintained in safe operating condition at all times. Rutgers University maintains a record of these inspections for all camps.

ENFORCEMENT PROCEDURES

The youth camp operator and camp director of each Extension Division camp ensure that the camp operates in compliance with the provisions of the New Jersey Department of Health.

The director of the Extension Division permits access for all camps to be inspected.

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Created as an amendment to the Internal Revenue Code of 1986, HIPAA includes The Privacy Rule, a Federal law, which gives you rights over your health information and sets rules and limits on who can look at and receive your health information. The Privacy Rule applies to all forms of individuals' protected health information, whether electronic, written, or oral. The Security Rule is a Federal law that requires security for health information in electronic form.

The Extension Division does not store or transmit participant health information in electronic format. While on campus, submitted health forms will remain under lock and key in the possession of our medical director, or, in the possession of camp staff while supervising your child. Health and medical documents that you provide are reviewed by qualified staff on a need to know basis only. At the conclusion of camp, all records are destroyed via secure procedure.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school.

QUESTIONS?

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