

## 9.1 GUIDANCE ON TRANSPORTATION TO OR FROM CAMP

---

This section is relevant to both day camps as well as overnight camps whether campers will be dropped off directly at camp or at central meeting locations and transported collectively to camp.

### ADMINISTRATION

#### Drop Off

- Create a drop off schedule in which groups of campers are to be dropped off at camp during staggered timeframes.
- The specific length and number of timeframes and numbers of drop offs per timeframe will vary based on the number of campers and configuration of the drop off area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.
- Send communications to parents/guardians that assign each camper their drop off time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take saying goodbye to allow for the continual flow of traffic
  - Say goodbye close to or inside their vehicles
  - Maintain physical distance with other parents/guardians and campers
  - Wear a mask when exiting the vehicle
- For day camps: Communicate to parents/guardians the benefits of designating one parent/guardian to drop off campers every day. Individuals who are at [higher-risk for severe illness](#) per CDC guidance should not drop off or pickup campers.
- Best practice: Prepare relevant posters and signage from the Centers for Disease Control and Prevention ([CDC](#)), World Health Organization ([WHO](#)), and/or other health agencies and post them at the drop off location. Refer to the [Communication](#) section of this guide. Examples include:
  - [COVID-19 information](#)
  - [Handwashing](#)
  - [Cough etiquette](#)
  - [Symptoms associated with COVID-19](#)
  - [Stop the spread of germs](#)
  - [Physical distancing](#)

#### Camper and Staff Intake

- Allow for campers and staff to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon entry to the drop off area.
- If campers are being dropped off at central meeting locations and transported to camp, perform initial health screening of campers at the drop off location, before they board buses or vans, if possible. Otherwise, perform the initial health screening upon arrival to camp. See the [Screening](#) section.

- If campers are being dropped off directly at camp, perform initial health screening of campers upon arrival. See the [Screening](#) section.
- **Best practice:** Greet campers and perform initial health screenings outside as they arrive.
- Upon arrival to camp, distribute disinfecting wipes to campers and direct them to disinfect their baggage or provide trained staff to do so, giving special attention to the handles and other non-porous portions. See the [Cleaning and Disinfection](#) section of this guide for disinfectant specifications.

### Camper and Staff Pick Up

- Create a pickup schedule in which groups of campers and staff are to be picked up from camp during staggered timeframes.
- The specific length and number of timeframes and numbers of pickups per timeframe will vary based on the number of campers and configuration of the pickup area, etc.; aim to reduce density and physical interaction of individuals at any given time in the drop off area.
- Send communications to parents/guardians that assign each camper their pick up time window. Explain the purpose of the window and encourage them to:
  - Minimize the time they take to pick up campers to allow for the continual flow of traffic.
  - Stay close to or inside their vehicles, if possible.
  - Maintain physical distance with other parents/guardians and campers.
  - Wear a mask when exiting the vehicle.
- **Best practice:** Create a system in which campers are escorted to their parent's/guardian's vehicle.
- For day camps: Communicate to parents/guardians the benefits of designating one parent/guardian to pick up campers every day. Individuals who are at [higher-risk for severe illness](#) per CDC guidance should not drop off or pickup campers.

### Buses and Vans

If campers are being dropped off at central meeting locations and transported collectively to camp, follow these guidelines.

- Use buses and vans that have cargo storage separate from the passenger cabins, if possible.
- Identify a camp staff member to receive luggage from passengers, place it in the storage area, then later unload all luggage. The staff member should wear a mask and gloves during this process.
- See [Travel by Bus or Van](#) section.

### CAMPERS AND STAFF

- Be ready early to ensure you meet your scheduled drop off time.
- When being dropped off, don't take too long to say goodbye. Other campers will be waiting to be dropped off.

- Say goodbye close to or inside the vehicle.
- Maintain physical distance with other parents/guardians and campers.
- Upon arrival to camp, disinfect your baggage using wipes or wait until a staff member does so, giving special attention to the handles and other non-porous portions.

## PARENTS/GUARDIANS

- Abide by the drop off and pick up schedule by dropping off and picking up campers during their assigned drop off timeframe. If a scheduling conflict makes this difficult, reach out to camp administration to find a more convenient time.
- Minimize the amount of time used for saying goodbye to campers to allow for the continual flow of traffic.
- Say goodbye close to or inside your vehicle.
- Maintain physical distance with other parents/guardians and campers.
- Wear a mask when exiting the vehicle.
- Designate one parent/guardian to pick up and drop off campers every day. Individuals who are at [higher-risk for severe illness](#) per CDC guidance should not drop off or pickup campers.
- Allow for campers to wash hands with soap and water for 20 seconds or use alcohol-based hand sanitizer containing at least 60% alcohol upon return home.
- Generally, teach and practice good respiratory hygiene/cough etiquette within the household.

## VEHICLE OPERATORS

See guidance in the [Travel by Bus or Van](#) section.

## REFERENCES AND RESOURCES

U.S. Centers for Disease Control and Prevention. *Guidance for Childcare*.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>

## 9.2 GUIDANCE ON TRAVEL BY BUS OR VAN

---

The following provides suggested general guidance and procedures while travelling by bus, van, or other communal vehicles. Recommendations are made for camp administration, vehicle driver/operators, passengers (e.g., campers and camp staff), and custodial staff.

Note: Vehicular means of transportation are recommended only when necessary. If the destination can reasonably be reached by other means (walking, jogging, bicycling, hiking, etc.), it may be beneficial to plan travel to the destination using those alternatives.

### ADMINISTRATION

- Maintain a roster of qualified, trained, and licensed staff to fill critical transportation positions.
- Stock disposable gloves, face masks, and cleaning supplies. Enact a plan for the distribution, disposal, cleaning (when appropriate), and resupply of these items.
- Instruct transportation staff to report respiratory illness symptoms to their supervisors or camp administration.
- **Best practice:** All transportation employees are screened at the beginning of their shifts for signs of illness.
- Actively encourage sick employees to stay home and implement flexible sick leave.
- Provide staff and campers with access to soap and clean running water or alcohol-based hand sanitizer, and face masks. Train staff and campers on proper hand washing and sanitizing procedures.
- **Best practice:** Vehicle operators should wear N95 respirators while carrying passengers. Employees must be medically cleared, fit-tested and trained to wear N95 respirators on an annual basis.
- Provide custodial staff with [EPA-approved disinfectants](#) for vehicle cleaning.
- If possible, use larger vehicles or a greater number of vehicles in order to allow passengers to maintain greater physical distance.
- Reduce the number of available seats in order to increase physical distance between passengers. Mark restricted seats using signage, decals, colored string, tape, etc. (e.g., seat children one child per row, skip rows)
- **Best practice:** Leave several front rows of seating unavailable to maintain physical distance for the driver/operator.
- If the same vehicle will be used multiple times, assign seats to campers so they occupy the same space each time. Clean and disinfect the vehicle between use.
- If possible, seek vehicles with clear, impermeable barriers between operators and rest of the cabin. Options include plexiglass, or flexible plastic sheeting. This equipment must be used only according to manufacturer and vehicle safety guidelines.

## CAMPERS AND STAFF AS PASSENGERS

- Do not board if you are sick or experiencing any flu-like symptoms.
- Wash or sanitize hands before boarding bus, van, or vehicle.
- Practice good hygiene: cough or sneeze into your elbow and avoid touching your mouth, nose, and eyes.
- If possible, maintain physical distance by maximizing distance between yourself and other passengers.
- Wear a mask while riding in the vehicle.
- If re-boarding the vehicle, sit in the same seat, or your assigned seat, each time.
- When exiting, remove all belongings and discard all waste.

## VEHICLE OPERATORS

- Do not operate if you are sick or experiencing flu-like symptoms.
- At a minimum, wear a mask. Ensure face mask does not impact vision or the ability to operate the vehicle safely.
- Wear appropriate gloves. Ensure gloves do not impact the ability to operate the vehicle safely.
- **Best practice:** Wear an N95 respirator. Employees must be medically cleared, fit-tested and trained to wear N95 respirator annually. Ensure respirator does not impact vision or the ability to operate the vehicle safely.
- Maintain physical distance by limiting interactions with passengers.
- When possible and safe to do so, operators should open windows prior to campers boarding. If not possible nor comfortable to open windows, set ventilation system to high. Do not recirculate conditioned air. Ensure that internal cabin air filters are in-place and changed regularly.
- Open vehicle windows several inches (if can be done so safely) during all periods of vehicle occupancy.
- Wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer before and after work shifts and breaks, and after touching frequently touched surfaces.

## CLEANING AND DISINFECTION PERSONNEL

- Do not work if you are sick or experiencing flu-like symptoms.
- Wear disposable gloves and a mask.
- **Best practice:** Disposable gowns are worn during cleaning and disinfection.
- Clean and disinfect vehicles daily. **Best practice:** Clean and disinfect the vehicle before and after each use during the day.

- Always clean and disinfect the vehicle’s commonly touched surfaces between user groups or route runs.
- If hard non-porous surfaces (e.g., hard seats, handles, doors, windows, etc.) are visibly dirty, clean them with a detergent or with soap and water before disinfecting.
- Disinfect hard non-porous surfaces using the following:
  - [EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#).
  - Diluted household bleach products. Add 5 tablespoons (1/3 cup) of bleach to a gallon of water or 4 teaspoons of bleach to a quart of water. Do not use in conjunction with ammonia-based solutions.
  - Alcohol-based solutions containing at least 70% alcohol.
- If soft or porous surfaces (e.g., fabric seats, upholstery, carpets) are visibly dirty, clean them using appropriate cleaners and then disinfect soft or porous surfaces using [EPA Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2](#).
- If frequently touched electronic surfaces (e.g., cabin controls, touch screens, lights) are visibly dirty, clean them using products appropriate for use on electronics.
- Disinfect electronic surfaces according to the manufacturer’s recommendations. If none exist, use alcohol-based solutions containing at least 70% alcohol.
- Remove and dispose of gloves, masks, and gowns (if applicable) immediately upon exiting the vehicle.
- Immediately after cleaning and disinfection (and before taking breaks), wash hands using soap and water for at least 20 seconds or disinfect hands using alcohol-based hand sanitizer.
- If disposable gowns are not worn, immediately launder cloths (or uniform) worn using the warmest appropriate water and dry completely. Wash hands immediately after handling dirty laundry. See the [Cleaning and Disinfection](#) section for more details on laundry practices.
- For more information, follow [CDC guidance on cleaning and disinfecting](#).

## REFERENCES AND RESOURCES

U.S. Centers for Disease Control and Prevention. *Bus Transit Operators*.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html>

U.S. Centers for Disease Control and Prevention. *Disinfecting Transport Vehicles*.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/disinfecting-transport-vehicles.html>