

Give copy to camp application compliance forms

Department of Public Health - Division of Community Sanitation
STATE SANITARY CODE: CHAPTER IV, MINIMUM SANITATION AND SAFETY STANDARDS
FOR RECREATIONAL CAMPS FOR CHILDREN, 105 CMR 430.000

RECREATIONAL CAMP FOR CHILDREN APPLICATION REVIEW REPORT	
NAME OF CAMP: Teamworks Acton <i>Pool 9/20/16</i>	ADDRESS: 30 Great Road, Acton, MA -1720
OWNER/OPERATOR: Thomas Moore	OFF SEASON ADDRESS: Not listed. Please provide Note: Camp lists complete year operations
CAMP DIRECTOR: Jennifer Koerten <i>6/13/16 - 9/2/16</i>	DATE OF CAMP APPLICATION REVIEW: 5/16/2016
PHONE #: 978-287-5533	<i>Inspection 6/2/16 Inspection 10/16</i>
TYPE OF CAMP: Day Sport	Camp Application Reviewed BY: Steven J. Ward, MA, MPH, REHS/RS <i>June 6th</i>
WATER SOURCE: <i>Concord Please provide</i>	
CAMPER CAPACITY: ~1,500	

"No" column = ✓ marked below indicates a violation of 430.000.
 "Yes" column = ✓ marked below indicates compliance with provision of 430.000.
 "N/A" column = ✓ marked below indicates that the provision of 430.000 is not applicable to this camp.

Regulation - 105 CMR 430		Yes	No	N/A	Comments
PERMITS					
.451	Current Certificate(s) of Occupancy from local building inspector for sleeping/assembly areas	✓	X		Please provide current certificate
.215	Written compliance from local fire dept.	X	✓		Certificate Expiration Date: 05/29/16
.300(A)(2)(a)	Private water supply DEP approval (>25 people, >60 days/yr)	✓		X <i>Concord water</i>	List both municipal and non-municipal source(s) of water (if applicable)
.300(A)(2)(b)	Private water supply BOH approval, chemical & bacterial analyses (<25 people, <60days/yr)	<i>N/A</i>		X	List both municipal and non-municipal source(s) of water (if applicable)
PLANS AND POLICIES- WRITTEN					
.090(A)	Procedures for Background Review of Staff/Volunteers		*X		Note: No list of counselors or volunteers and/or their qualifications have been provided ✓ <i>- see inspection</i>
.090(C)	Staff - CORI and SORI - Previous Work History - 3 References - Out-of-state/International Criminal Background Checks				Policy in Application Packet - to be conducted. Note: previous work history requirement not noted
.090(D)	Volunteer Staff - CORI and SORI - Previous Work History - 3 References - Out-of-state/International Criminal Background Checks				Policy in Application Packet- to be conducted. Note: previous work history requirement not noted
.090(F)	All Background Info - Received, reviewed, & made determination required pursuant to .090 (C&D) <i>update 0 - will send</i>	✓	X		Policy in Application Packet - to be conducted. Note: previous work history requirement not noted
.091	Staff/Volunteer Orientation Plan & Review	X	✓		
.093	Abuse & Neglect Prevention/Report procedures	✓			

Level III check CORI's / SORI's

.191 (B) (C)	Discipline Policy: Appropriate Discipline Methods & Prohibitions: (1) Corporal Punishment, including spanking, is prohibited; (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse; (3) No camper shall be denied food or shelter as a form of punishment; (4) No child shall be punished for soiling, wetting or not using the toilet	X ✓			
.210(A)	Fire Evacuation Plan and Drills	*X ✓			*Plan needs the approval of the Fire Department
.210(B)	Disaster Plan	*X ✓			*Plan lack details as to transportation and location of emergency facilities
.210(C)	Lost Camper Plan / Lost Swimmer Plan	X ✓			
.210(D)	Traffic Control Plan	X ✓			
Regulation		Yes	No	N/A	Comments
CONTINGENCY PLANS - DAY CAMP:					
.211(A)	Camper doesn't show up for day	X ✓			
.211(B)	Camper doesn't show up at point of pick up	X ✓			
.211(C)	Child not registered arrives	X ✓			
Promotional Literature/General Requirement					
.159(B)(2)	Copy of Policy (Parents/Staff): Care of Mildly ill Campers, Administration of Meds & Emergency Health Care Provision	X ✓			Is policy given to parent? <i>check files 6/2/16 - dk</i>
.190(B)	Camper released only to Parents or Parent-Designated Individual in writing	X ✓			
.190(C)	Statement: Regulatory Compliance & Licensing "This camp must comply with regs of the MDPH & be licensed by the LBOH"		X		Please provide in application packet
.190(D) (at time of application)	Inform parents of right to review background check, health care, discipline policies and grievance procedures upon request				Unable to determine compliance with 430.190(D)
CONTINGENCY PLANS - PRIMITIVE, TRAVEL AND TRIP:					
.212(A)	Daily Itinerary - Copy to Parents	X ✓	X		Provide Itinerary to parents
.212(B)	Source of Emergency Care	X ✓			
.212(C)	Contingency Plans (natural disasters, missing campers, lost swimmers, illness and injury) shall Travel with Campers & Staff	*X ✓			*Provide details for natural disaster plans. Note: Teamworks is not primarily classified as a Travel Camp those some travel is referenced
TRANSPORTATION					
.250	Vehicle must comply with MGLc.90 s7B&7D: <14 passengers & driver is camp coach, director, etc. private vehicles may be used >14 passengers, vehicle must be school bus All vehicles must be RMV compliant	X ✓	X		List/ensure compliance with s7B&7D in Transportation Policy <i>copy of insurance?</i>
.253	Proper automobile insurance	X ✓			
.251(C)	Seatbelts must be worn	X ✓			
.251(H)	Camper <7yrs not transported longer than 1 hr to camp	X ✓			
.252	Camp vehicle drivers: 18yrs, 2yrs driving experience, current license for type of vehicle First Aid certified if no other trained staff aboard.	X ✓			
STAFF QUALIFICATIONS					

Camp Director:					
.102(A)	Residential Camp: 25 yrs, completed course in camp administration or at least 2 seasons experience	X ✓			
.102(B)	Day Camp: 21 yrs, completed camp administration course or 2 seasons experience	X ✓			Camp administration course compliance to be determined by BOH
.102(C)	Primitive, Travel, Trip: 21 yrs & proof of experience.			N/A	
.102(D)	Designated Substitute: when director off-site >12 hrs. (Sub must meet criteria above)	✓	X OK		Provide policy/documentation for designated Director substitute
Counselors/Junior Counselors					
.100	Day Camp, Non-Sport: Counselor= 16 yrs. Junior Counselor= 15 yrs.	✓		X	Day Sport Camp
.100	Other camps: Counselors= 18 yrs or graduated from high school. Junior Counselors= 16 yrs	✓			Camp must comply with provisions of 105 CMR 430.100. Provide policy document
.100	All counselors 3 yrs older than campers	X			To be implemented upon hire
Regulation		Yes	No	N/A	Comments
Required Counselor Ratios					
.101(A)	Residential / Day Camps: 1 staff per 10 kids over 6 yrs 1 staff per 5 campers 6 yrs and under	X ✓			Camp policies outline that this ratio will be observed
.101(B)	Primitive, Travel, Trip: 1 counselor per 10 campers. 2 counselor min.	X ✓			
.101(C)	Special Needs: 1 counselor per 4 mildly disabled campers 1 counselor per 2 severely disabled campers	✓			Provide policy
Aquatics Director:					
.103	American Red Cross Lifeguard Trng cert., CPR for Professional Rescuer & First Aid Cert. or their equivalents. if supervising 2+ staff, must be 21yrs & experience w/ management	✓		X	Provide documentation
Lifeguard:					
.103	American Red Cross / Lifeguard Trng cert. / CPR for Professional Rescuer cert. & First Aid Cert. or their equivalents.	✓		X	Provide documentation
MEDICAL PERSONNEL/RECORDS/FACILITIES					
Health Care Consultant: Daria Karos					
.159(A)	MD NP PA(w/pediatric training) *Check for Health Care Consultant Agreement* License #: 74153	X			HC/Teamworks must comply with the provisions of 105 CMR 430.159 (A)(B)(C)(D)(E)
Health Supervisor: Jennifer Koerten (on site at all times)					
.159(C)	MD PA NP RN LPN or... 18yrs, First Aid & CPR certified	*X			27yrs of age, First Aid & CPR certified. Provide First Aid & CPR certification documents. Confirm HS will be onsite at all times
.159(B)	Health Care Policy	X			HC must review and sign camp medical policy.
.160(A)	ALL Medications stored in Original Containers	X			

.160(B)	Meds stored in Secured Cabinet & if necessary refrigerated in box affixed in refrigerator (if no secondary lock)	X			
.154	Injury Reports completed for fatality or serious injury. Copy sent to MDPH.	X			
160(C)	Medication administered by Health Supervisor or Licensed Health Care Professional	X			Under supervision of HC Parent consent required
.160(C)	Written list of all meds administered at camp (if H.S. not a L.H.C.P. auth'd to admin Rx, meds)				To be provided by HC
.160(B)	Refrigerator temperature 38 to 42°F	*X ✓			Refrigerator and temperature to be confirmed by BOH during initial inspection
.155	Medical Log Book bound, pre-numbered pages, ink entries, no skipped lines.	✓			Confirm compliance with CMR 430.155 upon inspection
.161(A)	Day / Residential Camps - Infirmary provided Residential Camps - Exterior light	X ✓			Provide details
.453	Lighting provided in infirmary	X ✓			Provide details
.161(B)	Residential Camp - Area for isolation of ill child	X ✓			Provide policy
.161(C)	First Aid Kit: non-perfumed soap, sterile gauze squares, compresses, adhesive tape, bandage scissors, triangular and rolled bandages, CPR mask, tweezers, cold pack, gloves.	X ✓			
Regulation		Yes	No	N/A	Comments
MEDICAL PERSONNEL/RECORDS/FACILITIES					
.150	Health Record for each Camper & Staff: Staff/Camper > 18 yrs - Emergency Contact Info Camper < 18 yrs must have Written Parental Permission for Meds/Emergency Care	X ✓			
IMMUNIZATIONS					
.152(A)	Campers and Staff under 18yrs: MMR: 1 st dose = 12 mos or older, Measles: 2 nd dose = grades K-12 or age equiv Polio: 3 doses IPV or OPV, or 4 doses mix IPV/ OPV Diphtheria and Tetanus Toxoids and Pertussis*: 4 doses DTaP/DTP/DT or, 3 doses of Td (persons 7 years or older needing additional vaccines to comply with above, Td is to be used) *Booster dose of Td: -grades 7-10 need booster if >5yrs since last dose of DTaP/DTP/DT -grades 11-12 need booster if more than 10 yrs since last dose of DTaP/DTP/DT/Td Hep B: 3 doses if born on or after 1/1/92				Number of records checked: 50 45 - TBD 5 staff/office 45 campers
.152(B)	Campers and Staff over 18yrs: Measles: 2 doses (exempt born before 1957) Mumps: 1 dose (exempt born before 1957) Rubella: 1 dose				Number of records checked: 5 - TBD shop

	Diphtheria and Tetanus Toxoids*: 3 doses DT/Td *Booster dose of Td required if more than 10 yrs since last dose.				
ACTIVITIES					
.190	Activities and physical environment meet the needs of campers; do not pose hazard to health/safety.	X	✓		Note: Camp lists challenging nature of sports activities
.163	Operator encourages sun protection for all.	X	✓		
AQUATICS					
.430	Swimming Pool: in compliance with 105 CMR 435.00 - permit posted **VGB Compliance Letter**	✓	✓		TBD upon initial camp inspection. No VGB Compliance Letter in application packet submittal
.432	Bathing Beach: in compliance with 105 CMR 445.00 - weekly water sampling conducted.			X N/A	
.103	Proper supervision at swimming venue: 1 lifeguard per 25 campers 1 counselor per 10 campers Plan to check swimmers- "buddy system"	X	✓		Camp policy lists lifeguard and counselor ratios for swimming pool - not beach
.204(B)	Swim test to classify swimmers by ability.		✓		Swim test is a pool test for swimmers in pool - not beach
.204(A)	Swimming areas clean and safe, no swimming at undesignated sites or at night without lighting.		✓		TBD during initial camp inspection
.204(E)	Piers and floats in good repair.	✓		✗	
Regulation		Yes	No	N/A	Comments
ACTIVITIES					
AQUATICS					
.204(G)	Watercraft: equipped with USCG approved flotation devices and worn by all campers and staff participating in watercraft activities.		✓	X	
.204(H)	Campers must be certified by ARC level 3 swimmers or equivalent for white water, hazardous salt or fresh water activities.			X	
.103(C)	Minimum 2 counselors in separate watercraft supervising white water, hazardous salt or fresh water activities.			X	
CRAFTS					
.205	Equipment in good repair, safety precautions taken.			X	
PLAYGROUND/ATHLETIC EQUIPMENT					
.206	Equipment properly maintained, fields/surfaces free of holes/accident hazards	X*	✓		*To be confirmed during initial inspection
.206	Playground equipment secure, no concrete under/around it, pliable swing seats.		✓	*X	*To be confirmed during initial inspection
FIREARMS					
		Names/Certs:			
.201	Single shot rifles only			X	

.201	Shooting range away from other activity areas			X	
.201	Firearms in good condition, stored in locked cabinet. Ammunition locked in separate cabinet			X	
.103	Certifications for other high-risk activities, eg: NRA Instructor Certification for Firearms			X	
ARCHERY		Names/Certs:			
.202	Equipment in good condition, stored locked			X	
.202	Range away from other activity areas, clearly marked as danger area. Must have common firing line and 25 yards clearance behind each target.			X	
.203	Personal weapons, bows, rifles allowed w/camp operator's written permission			X	
HORSEBACK RIDING		Names/Certs:			
.103(G)	1 Certified Instructor per 10 campers (minimal 2 counselors)			X	
.103(G)	Riders must wear hard hat			X	
.103(G)	Licensed stable			X	
CABINS/STRUCTURES					
.457	Day Camp provides shelter for on-going camp activities	X			TBD during initial inspection
.216	Residential - Smoke detectors provided				TBD by Fire department
.456	Adequate egresses free from obstruction				TBD by Fire department and BOH upon inspection
.453	Lighting provided for stairways				TBD by Fire department and BOH upon inspection
.454	Floors maintained.				TBD by Fire department and BOH upon inspection
Regulation		Yes	No	N/A	Comments
RESIDENTIAL CAMPS/SLEEPING AREAS					
.458	Provide adequate space: 40sqft /person in single bed; 35sqft/person in bunk bed; 50sqft/person in sleeping area requiring special equipment			X	
.470	Provide bed/cot per person with 6 feet between sleeper's heads and: 3 feet between single beds/ 4 ^{1/2} feet between bunks			X	
.459	Campers and staff with limited mobility housed on ground level; egresses leading to grade or ramp provided.			X	
.452	Screens provided. Screen door self-closing.			X	
.454	Floors maintained.			X	
TENTS					
.217	Fire-retardant and non-toxic. No open flame nearby.			X	
TOILETS/SHOWERS					
.360	Proper sewage disposal				TBD during initial inspection

.301	Plumbing in good working order	✓			TBD during initial inspection
.370	Adequate # of toilets: All camps: 2 toilets/privy seats for each sex Day Camp: >60 of one sex, provide 1 additional toilet per every 30 people of that sex Residential: >20 of one sex, provide additional toilet per every 10 people of that sex.	✓			TBD during initial inspection
.372	Toilet less than 200 feet from sleeping rooms. Toilet paper provided. Windows/ openings screened. Screen doors self-closing.	✓			TBD during initial inspection
.373	Adequate # of sinks: Day / Residential Camp: 1 per every 30 people	✓			TBD during initial inspection
.374	Adequate # of showers: Residential Camp: 1 shower/tub per 20 people	✓			TBD during initial inspection
.378/380	Special needs campers provided facilities that meet their needs	✓			TBD during initial inspection
.453	Lighting provided	✓			TBD during initial inspection
.375	Toilets and Shower rooms ventilated to outdoors	✓			TBD during initial inspection
.376	Hot water at sinks, showers/tubs not more than 112°F	✓			TBD during initial inspection
.377	Sanitary facilities maintained in clean condition Shower room floors washed daily	✓			TBD during initial inspection
LAUNDRY					
.162	Residential Camp: Laundry facilities provided			X	To be confirmed by BOH
.472	Bedding and towels laundered; no common towels			X	No common towels
Regulation		Yes	No	N/A	Comments
GROUNDS					
.300	Potable water provided	X	✓		To be confirmed by BOH
.300/304	Adequate and centralized drinking water facilities - No common drinking cups	X	✓		To be confirmed by BOH upon inspection
.209	Day / Residential Camps: Telephone readily available with #s of HCC, Local Hospitals, Police, Fire, Ambulance	X	✓		To be confirmed by BOH upon inspection
.213	Emergency Communication System/Procedure	✓			Provide written response to requirements of 105 CMR 430.213
.165	Tobacco use restricted to designated areas not accessible to campers.	X	✓		Tobacco not allowed
.350/355	Proper storage and disposal of solid waste	✓			To be confirmed by BOH upon inspection
.207	Proper storage and operation of power equipment	✓			To be confirmed by BOH upon inspection
.214	Flammable and hazardous materials labeled and stored in locked unoccupied building.	✓			To be confirmed by Fire Dept. and BOH upon inspection

.400	Rodent and insect control	*X			*Need rodent control plan
.401	Weed and noxious plant control			X	
.450	Site location does not cause undue traffic hazards and is accessible at all times	✓			To be confirmed by BOH upon inspection
FOOD SERVICE					
.320	Food service in compliance with 105 CMR 590.000, Minimum Standards for Food Establishments. Permit posted in food service facility.	X	✓		To be confirmed by BOH upon inspection
.330	Nutritious meals that include a variety of foods served. Menus posted.			*X	*To be confirmed by BOH upon inspection (may not be required)
.331	Residential camps – Provide at least three nutritious meals. Foods must meet Recommended Dietary Allowances (RDA)			X	
.332	Day camps – Each meal provided must meet 1/3 of the RDA requirements.			X	
.334	Adequately trained staff and equipment provided to ensure handicapped campers are eating nutritious meals.			X	BOH to confirm
.335	Proper methods for storing meals brought from home. Meals provided to campers who arrive without a bag lunch.	X*	✓		*BOH to confirm proper meal storage during inspection
.452	Screening provided for food preparation and food service areas. Screen doors must be self-closing.			X	
.453	Lighting provided in kitchen and dining area.			*X	*TBD upon inspection
.471	Sleeping prohibited in food areas.			X	
REGULATION NUMBER	THE SPACE BELOW DESCRIBES VIOLATIONS MARKED ABOVE				
	"Certification by Operator that Camp for Children Complies with MGL Ch. S. 172G and 105 CMR 430.000" form is incomplete. Complete information requests on pages 3,4,6,7 and 8.				
	Note: Current license on file from Department of Public Safety for "License to Operate Challenge Course" (no expiration date noted on license) <i>none</i>				
	Recommendation: Organize application packet in sections that are in concert with the policies and MDPH Recreational Camp Inspection Report. Current application packet lacks organization (i.e., application document arranged in labeled section accordingly to code). Use a table of contents to guide development of a camp application binder.				