



Rhode Island Department of Human Services

Summer Camp Staff Orientation Checklist

Updated 6/11/2020

Employee Information

Employee Name	Role/Title	Date of Hire

Employee Initials	Date Complete	The orientation of camp employees should include a review of:
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| | | Safe Operations of Summer Camps During the COVID-19 Emergency Regulations |
| | | State law governing child abuse and neglect, Mandated reporting |

Summer camp policies and procedures, including:

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| | | Allergies |
| | | Bathrooms |
| | | Behavior management |
| | | Child illness (include isolation rooms & protocols adhering to CDC guidelines ⁱ) |
| | | Cloth face coverings (per CDC guidelines ⁱⁱ) |
| | | Disinfecting and sanitizing and documentation (per CDC guidelines ⁱⁱⁱ) |
| | | Emergency response and evacuations |
| | | Field trip/off site (if applicable) |
| | | Food service |
| | | Handwashing (per CDC guidelines ^{iv}) |
| | | Injury reporting |
| | | Medication administration |
| | | Plans for physical distancing |
| | | Plans for stable groups |
| | | Plans for staffing and staff illness |
| | | Privacy, confidentiality, and social media |
| | | Reporting a case of COVID-19 |
| | | Screening requirements and self-attestation |
| | | Storage of toxic substances, chemicals, and personal medications |
| | | Supervision and group size |
| | | Transportation (if applicable) |
| | | Updated drop-off and pick-up procedures |
| | | Other: _____ |
| | | Other: _____ |



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Employee Signature	Orientation Completion Date
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Provider/Supervisor Signature	Date

ⁱ https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html#anchor_1589933193428

ⁱⁱ https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html#anchor_1589932989761

ⁱⁱⁱ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#CleanDisinfect>; <https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html>

^{iv} <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#HandHygiene>; <https://www.cdc.gov/handwashing/when-how-handwashing.html>