



Board of Health



Public Health
Prevent. Promote. Protect.

CHECKLIST FOR REQUIRED INFORMATION FOR RECREATIONAL CAMPS (105 CMR 430.000)

NAME OF CAMP:	ADDRESS:
OWNER/OPERATOR:	OFF SEASON ADDRESS:
CAMP DIRECTOR:	PHONE#:

"90 Day" Column = ✓ information must be submitted 90 Days Prior to Camp Opening.

"30 Day" Column = ✓ information must be submitted at Board of Health meeting 30 Days Prior to Camp Opening.

"Onsite" Column = ✓ information must be available during Board of Health onsite inspection of Camp.

Regulations - 105 CMR 430		90 Days	30 Days	Onsite	Comments
Permits					
.451	Current Certificate(s) of Inspection from local building inspector for sleeping/assembly areas.	✓			Send copy of certificate of occupancy with application form. (90 days prior)
.215	Written compliance from local Fire Department.		✓		Schedule appointment with Fire Dept, prior to BOH meeting. (30 days prior)
Camp Policies - Written					
.090(A)	Procedures for Background Review of Staff & Volunteers.	✓			Send copy with application form. (90 days prior)
.090(C)	Staff - CORI & SORI Previous Work History (5yrs) - 3 Positive Reference Checks Out-of-state/International criminal background checks.		✓		Bring copies to BOH meeting DO NOT MAIL. (30 days prior)
.090(D)	Volunteer Staff - CORI and SORI Previous Work/Volunteer History (5yrs) Out-of-state/International criminal background checks.		✓		
.090(F)	All background info - Received, reviewed, & made determination required pursuant to .090(C&D).		✓		
.091 159(B)(1) .210	Staff/Volunteer Orientation: Orientation Plan & Attendance Records, Training on Disaster/Emergency Plans, Health Care Policies, & Concussion Awareness		✓		
.093	Abuse & Neglect prevention policies & procedures report procedures in accordance w/ M.G.L.c.119, § 51A Written notification to MDPH and BOH.	✓			Send copy with application form. (90 days prior)
.191	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, water, or shelter; (4) No child shall be punished for soiling, wetting or not using the toilet.	✓			
Camp Plans - Written					
.210(A)	Fire Evacuation Plan and Drills.	✓			Send copy with application form. (90 days prior)
.210(B)	Disaster/Emergency Plan.	✓			
.210(C)	Lost Camper Plan/Lost Swimmer Plan.	✓			
.210(D)	Traffic Control Plan.	✓			
Special Contingency Plans - Day Camps					
.211(A)	Camper doesn't show up for day.	✓			Send copy with application form. (90 days prior)
.211(B)	Camper doesn't show up at point of pick up.	✓			
.211(C)	Child not registered arrives.	✓			

Regulations - 105 CMR 430		90 Days	30 Days	Onsite	Comments
Promotional Literature/General Requirement					
.159(B)(2)	Copy of Policy (parents/guardians): Care of Mildly Ill Campers, Administration of Meds & Emergency Health Care Provision.		✓		Provide a copy of documents sent to parents/guardians. (30 days prior)
.157(C)	Meningococcal Disease & Immunization info provided to parents/guardians annually.		✓		
.190(B)	Camper released only to parents/guardians or Designated individual with written authorization.	✓			Send copy with application form. (90 days prior)
.190(C)	Regulatory Compliance & Licensing Statement: "This camp must comply with regulations of the MDPH & be licensed by the LBOH."	✓			
.190(D) (at time of application)	Inform parents of right to review background check, health care, discipline policies and grievance procedures upon request.		✓		Provide a copy of documents sent to parents/guardians. (30 days prior)
.190(E)	Protocol in place to handle unrecognized persons at camp.	✓			Send copy with application form. (90 days prior)
Field Trips					
.212(A)	Written itinerary provided to parents/guardians before departure.		✓		Provide a copy of documents sent to parents/guardians. (30 days prior)
.212(B)	Source of emergency care identified; minimum 1 health care supervisor accompanying trip.		✓		
.212(C)	Health records easily accessible for all campers/staff, medications stored securely and accessible only by HCS. First aid kit present.			✓	Note: <i>It is the responsibility of the Camp Director or other Management Personnel to review all staff & all camper health records, immunization certificates, and date of last physical (sport camps). These records shall be complete and on site during the camp and available to inspectors upon request.</i>
.212(D)	Written contingency plans brought on all field trips: (natural disasters, lost camper/swimmer, injuries and illnesses).			✓	On-site inspection will include review of binder to be brought on all field trips.
Transportation					
.250	Vehicle must comply with M.G.L.c.90 §§ 7B & 7D: <14 passengers & driver is camp coach, director, etc. camp vehicles may be used >14 passengers, vehicle must be school bus All vehicles RMV compliant w/ annual safety insp.		✓		To be discussed with BOH at meeting. (30 days prior)
.253	Proper automobile insurance.		✓		
.251(C)	Seatbelts must be worn.		✓		
251(D)(E)	1 staff person required when transporting: Campers to the pick-up/drop-off site; or 8+ campers under 5 yrs. Of age; or 2+ campers with physical handicaps.		✓		
.251(I)	Campers under 7 yrs. Are not transported longer than 1 hour non-stop.		✓		
.252	Camp Vehicle drivers: 18 yrs.+, 2 yrs. Driving experience, current license for type of vehicle. First Aid certified if no other trained staff aboard.		✓		
Staff Qualifications: Camp Director					
.102(A)	Residential: 25 yrs.+, successful completion of Camp Administration Course or 2+ seasons experience.		✓		Provide documents (license for proof of age, resume or certificate for proof of experience) at BOH meeting. (30 days prior) .
.102(B)	Day: 21 yrs.+, successful completion of Camp Administration Course or 2+ seasons experience.		✓		
.102(C)	Primitive, Travel, Trip: 25 yrs.+ and proof of experience.		✓		

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Staff Qualifications: Camp Director: Designated Substitute					Provide documents (license for proof of age, resume or certificate for proof of experience) at BOH meeting. (30 days prior).
.102(D)	Substitute must meet above criteria.		✓		
Staff Qualifications: Counselors/Junior Counselors					Provide proof of experience (resumes), sign in sheets for orientation, & heads up training certificates. (30 days prior)
.100(C)(2) .100(A)	Day Camp, Non-Sport: Counselor= 16 yrs.+ Junior Counselor= 15 yrs.+ 4+ weeks experience & attend orientation and training		✓		
.100(C)(1) .100(A)	Residential, Primitive, Sport, Travel, Trip, Medical: Counselors= 18 yrs.+ or graduated from high school Junior Counselors= 16 yrs.+ 4+ weeks experience & attend orientation and training.		✓		
100(C)(3)	All counselors 3 yrs. Older than campers.		✓		
Staff Qualifications: Required Counselor Ratios					To be discussed at BOH meeting (30 days prior) and checked onsite.
.101(A)	Residential/Day/Sports Camps: 1 counselor per 10 campers 7 yrs. Or above 1 counselor per 5 campers under 7 yrs.		✓	✓	
.101(B) .159(C)	Primitive/Outpost, Travel, Trip Camps: 1 counselor per 10 campers - 1 counselor at least 21 yrs. 2 counselor minimum with 1 counselor having First Aid Certificate or its equivalent.		✓	✓	
.101(A&B) .103	All Camps: Staffing plan to supervise campers w/ disabilities during regular and specialized high risk activities.		✓	✓	
Staff Qualifications: Aquatics Director					Provide documentation (certification, proof of age, and resume) at BOH meeting (30 days prior)
.020 .103(A)	Lifeguard certification, 21 yrs.+, 6 weeks previous experience in similar supervisory position.		✓		
Staff Qualifications: Lifeguard					Provide documentation (certification, proof of age, and resume) at BOH meeting (30 days prior)
.020 .103(A)	At least 16 yrs. Old with [American Red Cross Lifeguard Training Cert/Royal Bronze Medallion/Boy Scouts Lifeguard Cert/YMCA Lifeguard Cert] AND CPR AND First Aid Certificate <i>or their equivalent</i>		✓		
Medical Personnel: Health Care Consultant (HCC)					Provide copy of Health Care Consultant Agreement at BOH meeting (30 days prior)
.159(A)	MD/DO NP PA (with documented pediatric training) *Check for Health Care Consultant Agreement* License#:		✓		
159(A)(6)	Develop written orders to be followed by HCS, including responsibilities for medication administration.		✓		Provide documentation initialed by HCC at BOH meeting (30 days prior)
.160(C)	Develop a written list of all medication administered at camp.			✓	On site inspection will include inspection of labeled medication log book regardless of whether or not medications are on site.
.160 (E)(G)(H)	HCC Provided & Documented Trainings: HCS required trainings, signs of hypo/hyperglycemia, diabetic plan management, and administering epi-pen with evidence of competency.		✓		Provide documents at BOH meeting. (30 days prior). Use provided forms dated 3/30/18: (1) 430-DPH Standards for training Healthcare Supervisor (2) 430-DPH Standards for training on Epinephrine Auto Injectors (3) 430-DPH Medication administration competency skill checklist.
Medical Personnel: Health Care Supervisor (HCS)					Provide documentation (certifications & proof of age) at BOH meeting. (30 days prior)
.020 .159(C)(E)	MD PA NP RN LPN or... 18 yrs.+, First Aid & CPR certified.		✓		

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Medical Policies and Facilities					
.159(B)	Camp Health Care Policy		✓		Provide documents at BOH meeting. (30 days prior)
.160(A)(I)	ALL Medications stored in Original Containers and meds properly disposed of with disposal log.			✓	
.160(B)	Meds stored in secured manner (ACA standards) Medication refrigerator temp 36°F - 46°F.			✓	
160(C)(D)	Written Medication Administration Policy: Medication administered by HCC authorized staff only; oral/topical medication administration training; and epi-pen and insulin use.		✓		Provide copy of documentation signed/initialed by HCC. (30 days prior)
.163	Sunscreen policy with parent/guardian sign off.	✓			Provide copy of documentation with application. (90 days prior)
.155	Medical Log: Readily available and signed by authorized staff person.			✓	
.154	Injury Report completed for a fatality or serious injury. Copy sent to MDPH and BOH.		✓		To be discussed at BOH meeting. (30 days prior)
.161(A)	Day/Residential Camps - Infirmary provided Residential Camps - Easily recognizable and accessible during the day and night.			✓	
.453	Lighting provided in infirmary.			✓	
.161(B)	Residential Camp - Area for isolation of ill child with ability to provide negative pressure.			✓	
.161(C)	First Aid Kit: meet ANSI Z308.1-2015 standards Minimum: 1 Class B kit and 1 Class A kit.			✓	
.140 & .160(F)	Medical/Biological waste managed in accordance with 105 CMR 480.000.		✓		To be discussed at BOH meeting. (30 days prior)
Medical Records					
.150 .160(D) .190(A)	Health Record for each Camper & Staff: Staff/Camper <18 yrs.: Emergency Contact Info, Written Parental Permission for Meds, Emergency Care, and Self-Administration of epi-pen or insulin Camper >18 yrs.: Emergency Contact Info		✓	✓	To be discussed at BOH meeting (30 days prior) and checked onsite. If documentation is available, bring to BOH meeting: DO NOT EMAIL. NOTE: <i>It is the responsibility of the Camp Director or other Management Personnel to review all staff & all camper health records, immunization certificates, and date of last physical (sport camps). These records shall be complete and on site during the camp and available to inspectors upon request.</i>
151(A)(B)	Residential, Travel, Trip, Sports - Medical History & physical within past 18 months Day - Medical history signed off by parent/guardian.		✓	✓	
Immunizations					
.152	Campers and Staff under 18 yrs.		✓	✓	To be discussed at BOH meeting (30 days prior) and checked onsite. If documentation is available, bring to BOH meeting: DO NOT EMAIL. NOTE: <i>It is the responsibility of the Camp Director or other Management Personnel to review all staff & all camper health records, immunization certificates, and date of last physical (sport camps). These records shall be complete and on site during the camp and available to inspectors upon request.</i>
.152	Campers and Staff over 18 yrs.		✓	✓	
.153	Exemption Documentation		✓	✓	
Activities					
.190(A)	Activities and physical environment meet the needs of campers; do not pose hazard to health/safety.		✓	✓	To be discussed at BOH meeting (30 days prior) and checked onsite.
Activities: Aquatics					
.430	Swimming Pool: in compliance with 105 CMR 435.000 - Permit Posted. Compliant w/ VGB Act & Pool Fence Requirements			✓	
.204(C)	All camps in compliance with 105 CMR 432.000 M.G.L.c.111 § 127A½ (Christian's Law)		✓		To be discussed at BOH meeting. (30 days prior)
.204(C) .430(B)	Swim test to classify swimmers by ability at pools and beaches (Christian's Law).		✓		

Regulations - 105 CMR 430		90 Days	30 Days	Onsite	Comments
Activities: Aquatics (Continued)					
.103 .204(D)	Proper supervision at swimming venue: 1 lifeguard per 25 campers 1 counselor per 10 campers Plan to check swimmers - "buddy system" 50+ kids in/near water Aquatics Director must be present.		✓		To be discussed at BOH meeting. (30 days prior)
.204	Swimming areas clean and safe, no swimming at undesignated sites or at night without lighting.		✓		
Activities: Watercraft					
.204(H) 103(B)(4)	Watercraft: equipped with USCG approved flotation devices and worn by all campers and staff engaging in watercraft activities (paddle boards included).		✓		To be discussed at BOH meeting. (30 days prior)
.204(I)	White water, hazardous salt/fresh water activities: Campers certified with ARC Level 4+ Certificate or equivalent.		✓		
.103(B)	White water, hazardous salt/fresh water activities: Minimum 2 counselors in separate watercrafts 1 counselor per 10 campers (counselor must have lifeguard or small craft safety and basic water rescue cert, or equivalent)		✓		Provide documentation (certificates) at BOH meeting. (30 days prior)
Activities: Crafts					
.205	Equipment in good repair, safety precautions taken.			✓	
Activities: Playground/Athletic Equipment					
206(A)(B)	Equipment properly maintained, fields/surfaces free of holes/around it, and pliable swing seats.			✓	
.206(C)	Playground equipment securely anchored with no concrete under/around it, and pliable swing seats.			✓	
Activities: Archery					
.202(A)	Equipment in good condition, stored locked.		✓	✓	To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
.202(B)	Range away from other activity areas, clearly marked danger area with 25 yards clearance behind each target. Common firing & ready line in place.		✓	✓	
.203	Personal weapons allowed with camp operator's written permission.		✓	✓	
.103(E)	1 counselor per 10 campers at range at all times.		✓	✓	
Activities: Firearms					
.201(A)	Firearms in good condition, stored in locked cabinet. Ammunition locked in separate cabinet.		✓	✓	To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
.201(B)	Shooting range away from other activity areas.		✓	✓	
.201(C)	Only non-large capacity, single shot rifles permitted.		✓	✓	
.201(D) .201(E)	Firing line in place, no crossing without instructor's permission.		✓	✓	
.103(D)	Direct Supervisor: NRA Instructor's certification and maintain compliance with applicable M.G.L.'s 1 counselor per 10 campers		✓	✓	
Horseback Riding					
.103(F) .208(A)	Excursions: 1 Certified Instructor per 10 campers Minimum 2 counselors present during excursions In accordance with M.G.L.c.128, § 2A		✓	✓	To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
.208(A)	Riders must wear hard hat at all times.		✓	✓	
.208(B)	Licensed stable in use.		✓	✓	
Challenge Courses and Climbing Walls					
103(G)(1)	Licensed and maintained in accordance with 520 CMR 5.00 - Amusement Devices.		✓		To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
103(G)(2)	Annual inspection with written report.		✓		
103(G)(3)	1 counselor per 10 campers at all times.		✓	✓	

Regulations - 105 CMR 430		90 Days	30 Days	Onsite	Comments
Cabins and Structures					To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
.457	Day Camp provides shelter for on-going camp activities with certificate of inspection.		✓	✓	
.216	Residential - Smoke and carbon monoxide detectors provided.		✓	✓	
.456	Adequate egresses free from obstruction (780 CMR).		✓	✓	
.453	Lighting provided for stairways.		✓	✓	
.454	All structural and interior elements maintained in good repair and in a safe and sanitary condition.		✓	✓	
Sleeping Areas - Residential Camps					To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
.458	Provide adequate space: Single bed: 40 ft ² /person; Bunk bed: 35 ft ² /person; 50 ft ² /person requiring special equipment.		✓	✓	
.470	Provide separate bed/cot per person with: 6 ft between individuals heads; and 3 ft between single beds & 4½ ft between bunks.		✓	✓	
.459	Campers and staff with limited mobility housed on ground level; egresses leading to grade or ramp provided.		✓	✓	
.452	Screens & screen doors provided. All doors equipped with a self-closing device.		✓	✓	
.454	All structural and interior elements maintained in good repair and in a safe and sanitary condition.		✓	✓	
Tents					To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
.217	Clearly labeled as fire resistant. No open flame in or near tent.		✓	✓	
Toilets/Handwash Sinks/showers					To be discussed at BOH meeting (30 days prior) and checked onsite.
.360	Proper sewage disposal.		✓		
.301	Plumbing maintained in good working order.			✓	
.370	Adequate # of toilets: All Camps: Min. 2 toilets/privy seats for each gender Day Camps: >60 of one gender, provide 1 more toilet for each additional 30 persons of that gender. Residential: >20 of one gender, provide 1 more toilet for each additional 10 persons of that gender.			✓	
.372	Toilets less than 200 ft from sleeping rooms. Toilet paper provided. Windows/openings screened. Screen doors self-closing.			✓	
.373	Adequate # of sinks in compliance w/ 248 CMR: Day Camp: 1 sink per every 30 people Residential Camp: 1 sink per every 10 people.			✓	
.374	Adequate # of showers (no duckboards): Residential Camp: 1 shower/tub per 20 people.			✓	
378 - .380	Campers with special needs provided sanitary facilities meeting their needs.			✓	
.453	Lighting provided.			✓	
.375	Adequate ventilation provided for all bathhouses, dressing rooms, shower rooms, and toilets for indoor/outdoor pools.			✓	
.376	Hot Water is sufficient quantity and pressure: Handwash Sink: 110°F - 130°F Shower/Bath tub: 100°F - 112°F.			✓	
.374(B) .377	Sanitary facilities maintained in clean condition. Shower room floors washed daily.			✓	

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Laundry					
.162	Residential Camp: Laundry facilities provided.		✓	✓	To be discussed at BOH meeting (30 days prior) and checked onsite, if applicable.
.472	Bedding and towels laundered; no common towels.		✓	✓	
Grounds					
.300	Potable water provided.			✓	To be discussed at BOH meeting (30 days prior) and checked onsite.
.300(B) .304	Adequate and centralized drinking water facilities. No common drinking cups.			✓	
.350/.355	Proper storage and disposal of solid waste.			✓	
.209	Residential/Day Camps: Immediate access to reliable phone with posted dialing instructions & (or have readily accessible) telephone numbers for HCC, police, emergency medical services, fire dept.		✓	✓	
.213	Emergency Communication System		✓	✓	
.450	Site location does not cause undue traffic hazards and is accessible at all times.			✓	
.165	Tobacco use prohibited at camp.		✓		Provide documentation (policies) at BOH meeting (30 days prior)
.166	Alcohol and marijuana use prohibited during camp operating hours.		✓		
.207	Proper storage and operation of power equipment Power tools stored in locked place.			✓	
.214	Flammable and hazardous materials labeled and stored in locked unoccupied building.			✓	
.400	Rodent and insect control.			✓	
.401	Weed and noxious plant control.			✓	
Food Service					
.320	Food service in compliance with 105 CMR 590.000, Minimum Standards for Food Establishments. Prominently displayed food permit from BOH.		✓		Discuss at BOH meeting (30 days prior) and check onsite, if applicable. NOTE: <i>Applies to preparing food onsite.</i>
.320(B)	USDA Summer Food Service Program - written documentation of compliance with 105 CMR 590.		✓		Discuss at BOH meeting, if applicable. (30 days prior)
.330	Residential Camps - Nutritious meals that include a variety of foods served. Menus posted.		✓		Provide documentation (menus) and discuss BOH meeting (30 days prior).
.331	Residential, Travel, Trip Camps - Provide at least 3 nutritious meals per day. Foods must meet recommended dietary guidelines.		✓		Discuss at BOH meeting, if applicable. (30 days prior)
.332	Day Camps - If serving 1 or 2 meals per day food must meet recommended dietary guidelines.		✓		
.334	Adequately trained staff and equipment to ensure campers with disabilities are eating nutritious meals. Meals not denied or forced.		✓		
.335	Proper methods for storing meals brought from home. Meals provided to campers who arrive without a bag lunch.			✓	
.452	Screening provided for food preparation and food service areas. Screen doors must be self-closing.		✓	✓	Discuss at BOH meeting (30 days prior) and check onsite, if applicable.
.453	Lighting provided in kitchen and dining area.		✓	✓	
.471	Sleeping prohibited in food areas.		✓	✓	
Maintenance of Records					
.145	Operator maintains all records to campers, staff, and volunteers for a minimum of 3 years.		✓		Discuss at BOH meeting (30 days prior)