



Public Health Environmental Health Services

Trudy Raymundo
Director

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Assistant Director

Maxwell Ohikhuare, M.D.
Health Officer

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Division Chief

February 11, 2019
TO: San Bernardino County Camp
Owners/Operators
SUBJECT: Request for Camp Documents

The 2019 camp season is fast approaching and Environmental Health Services (EHS) is requesting current copies of the following documents (shown on page 2) be submitted at least 30 days prior to operation or no later than May 1st. It is required to keep a copy of all submitted documentation onsite at the camp in the care of the camp director/main office. Verification will take place during the camp's routine inspection.

Camps that primarily rent their facilities to user groups and allow the user group to run camp programs are required to hold the user groups accountable for any requirements that the host camp does not provide, such as a qualified Health Supervisor, the maintenance of medical logs, histories, screenings and supplies. As the permit holder, the host camp must provide a plan that outlines how the user groups are to comply with the camp's existing procedures, such as: Use of Lake/Stream Plan (if applicable), the camp wide Health Care Plan, the camp wide Written Emergency Procedures Plan, and the Insect/Rodent Plan.

Document Submission

There are several submission options for your required camp documents. This year, documents can be submitted using an online form. We will continue to accept required Camp Documents via email and United States Postal Service (USPS) mail.

See the submission options below:

Option 1: Online

Please use the link below to access the easy to use form.

<https://form.jotform.com/sbcountyorganizedcamps/documentation>

Option 2: Email

Email to sbcountyorganizedcamps@gmail.com

Option 3: USPS Mail

Mail to:

ENVIRONMENTAL HEALTH SERVICES
Attn: Organized Camps
385 North Arrowhead Avenue, 2nd Floor
San Bernardino, CA 92415-0160

If you have any questions or need assistance with the document requirements, please feel free to contact us at (800) 442-2283. We look forward to working with you this year.

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Chief Executive Officer

Below are the required documents to be sent to EHS for the 2019 camp season:

1. Notice of Intention to Operate (Section 30703)
 - Camp contact information which includes:
 - Name and physical address of camp
 - Owner name, phone number, location and mailing addresses
 - Operator name, phone number and address
 - A copy of the camp schedule including all dates the camp will be open. The schedule must include dates the camp will be leased/rented to other groups.
2. A written statement by the Director that he/she has reviewed the criminal history record check and voluntary disclosure statement as described in Section 30751 for all required individuals. (Section 30704)
3. A written verification the camp is accredited by the American Camp Association **or** a written description of operating procedures that describes the program of organized and supervised activities of the camp in the following areas (Section 30704):
 - Supervisor Qualifications and Training
 - Staff Skill Verification Criteria and Process
 - Participant Eligibility Requirements (if any)
 - Staff to Participant Supervision Ratios
 - Equipment Needed
 - Safety Procedures
 - Emergency Procedures Specific to Location
 - Environmental Hazards
 - Access and Equipment Control
 - Equipment and Maintenance Repair
4. Zipline/Challenge Course/Ropes Course documents separate from other activity operating procedures
 - Inspection and correction reports
 - Certifications/Staff skill verification criteria and process

Below are the required documents to be sent to EHS only if they have been changed since they were last submitted:

1. Health Care Plan (Section 30750)
 - Responsibilities and authority of Health Supervisor (Section 30700 (f), referencing section 1596.866 of Health and Safety Code) and other health staff
 - Procedures for camp health care and sanitation
 - Record keeping process (medical log, health screening, health history)
 - Provision and maintenance of supplies and equipment
 - Relationship and agreement with local medical personnel and facilities
 - Prevention and control of communicable diseases
2. Insect/Rodent Plan (Section 30736)
 - Coping with excessive number of flies, mosquitoes, other insects and rodents
 - Measures to protect campers from diseases transmitted by insect/rodent
3. Written Emergency Procedures (Section 30753)

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- Natural disasters
 - Lost campers
 - Fires
 - Transportation Emergency
 - Severe illness and injuries
 - Stranger in camp
 - Aquatic emergencies (if any)
 - Other site specific emergency situations
 - **Note:** Plan to include evacuation, control of vehicular traffic, and communication with emergency facilities.
4. Use of Lake/Stream Plan, if applicable (Section 30741)
- Lifeboat or equivalent safety device
 - Site specific signage
 - Lifeguard services

If any of the submitted documents change throughout the year, please contact us in writing and send the updated documents by email or USPS mail. This includes any changes to the camp calendar/dates of operation. If your facility will be closed for the entire year of 2019, please indicate such in writing to this office.

All documents, including the ones listed below, must also be available for review during the inspection:

1. Designated Health Supervisor Certifications
2. Food Safety Certification and Food Handler Cards for kitchen workers
3. Life Guard Certification as described in Section 30741

To help answer any questions you have about the operation of or the requirements for your camp, please visit our website at <http://wp.sbcounty.gov/dph/programs/ehs>. In the "EHS Programs and Services" category under Housing and Camps, there is a link to the booklet "[**Laws and Regulations Relating to ORGANIZED CAMPS**](#)". There are also numerous publications on our website <http://wp.sbcounty.gov/dph/programs/ehs>, which are available for review and posting that address safe food handling techniques and pool operations.

Sincerely,



Leilah Kelsey, Supervising R.E.H.S.
Leilah.Kelsey@dph.sbcounty.gov
Community Environmental Health