



# UNIVERSITY OF CENTRAL FLORIDA

## Youth Protection Program

### In-person Program Requirements – COVID-19/Safety (rev 7/9/21)

#### COVID-19/Safety Proposals

Effective immediately, all programs subject to [UCF Policy 2-005 Youth Protection](#) that plan to operate in-person programs, regardless of the location, must submit a COVID-19/Safety Proposal with their program registration within Squire at least 45-days prior to the program start date. COVID-19/Safety Proposal requirements are as follows:

1. An operational plan for the program, including a schedule and an emergency plan for inclement weather (if the program is being held outdoors).
2. The total number of persons expected to attend the program daily (i.e. number of minor participants and number of staff).
3. How the program will respond to a camper/participant that becomes ill during the program. Include in this description specifics response plans to campers/participants that exhibit COVID-19 symptoms. Please include parent/guardian notification procedures and where the camper/participant will be monitored until a parent/guardian arrives.
4. A communication plan for:
  - a. parents/guardians and/or program staff to notify the program director should a camper/participant or program staff test positive for or exhibit symptoms of COVID-19 during the program;
  - b. notification by the program director to parents/guardians and program staff if a camper/participant or staff member is suspected to have been exposed;
  - c. contact tracing notification procedures by the parent/guardian to the appropriate Department of Health officials for campers/participants; and
  - d. contract tracing notification by any UCF affiliated individuals to the UCF COVID-line.
  - e. A daily camp roster (i.e., list of minor participants and program staff) must be maintained by the Program Sponsor for a minimum of 60 days and be made available to the appropriate health officials if requested.

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#### Additional Requirements

In addition to the requirements set forth in [Emergency Policy COVID-19 Campus Policy EP-20-1](#), once the program registration and COVID-19/Safety Proposal has been submitted, the program must ensure compliance with the following:

1. Per the [American Camp Association Field Guide for Camps](#), the threshold at which the camp will shut down due to positive COVID-19 cases will be as follows:

Program/Activity Type	Testing Conducted	Threshold to Shutdown Operations
Overnight Programs	Yes	> 5% of positive COVID-19 cases
Day Only Programs	Yes	> 5% of positive COVID-19 cases
Day Only Programs	No	> 3 cases reported to Program in three or more different cohort groups

2. The Program Sponsor/Campus Liaison or designee is responsible for monitoring the daily health status of the minor participants for symptoms of COVID-19. Should a minor participant exhibit COVID-19 symptoms, the response plan outlined in the program's COVID-19 proposal must be followed.
3. **SAFE form** – As required by university regulation [UCF-4.0292 Potentially Hazardous Events](#), a SAFE form must be submitted at least 15 days prior to the program and receive approval prior to operating the program.
4. **Camp Insurance** – Camp Insurance will be required for all in-person youth programs. Youth programs operated by UCF must purchase camp insurance through Enterprise Risk and Insurance Management by contacting them at [riskmanagement@ucf.edu](mailto:riskmanagement@ucf.edu). Youth programs operated by a third party must upload with their SAFE form submission a Certificate of Insurance listing the “University of Central Florida Board of Trustees” as both the certificate holder and an additional insured.
5. **Participant Agreement & Waiver Form** – All youth participants are required to complete and submit to the program sponsor or campus liaison a [Participant Agreement & Waiver Form](#). This must be submitted prior to the minor's participation in the program and uploaded by the program sponsor to the registration within Squire.
6. **The university strongly recommends following CDC COVID-19 guidance on social distancing and wearing of facial coverings (See additional links section for more information).**

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### **Additional Links and Important Contact Information**

CDC Guidance for Fully Vaccinated People - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

CDC Face Mask Guidance for Unvaccinated People - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

CDC Protect Yourself and Others Guidance for Unvaccinated People - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC Guidance for Operating Youth and Summer Camps During COVID-19 - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html>

CDC Considerations for Youth Sports Administrators - <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/youth-sports.html#operations>

CDC Social Distancing Guidance for Unvaccinated People - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

CDC Symptoms of Coronavirus and Symptom Checker – [https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsymptoms.html)

Florida Department of Health Orange County COVID Call Center – (866) 779-6121

Florida Department of Health Orange County Website - <http://orange.floridahealth.gov/>

Florida Department of Health Testing Site Locator - <https://floridahealthcovid19.gov/testing-sites/>

Florida Department of Health Contact Tracing for COVID-19 Fact Sheet –  
[http://ww11.doh.state.fl.us/comm/\\_partners/action/contact\\_tracing\\_covid19.pdf](http://ww11.doh.state.fl.us/comm/_partners/action/contact_tracing_covid19.pdf)

Orange County COVID-19 Website –  
<https://www.ocfl.net/EmergencySafety/Coronavirus.aspx#.YFNd6K9Kiwc>

Orange County COVID-19 Testing Sites – Free testing is available  
<https://www.ocfl.net/EmergencySafety/Coronavirus/Testing/tabid/4567/Default.aspx#.YFNdea9Kiwc>

UCF COVID-19 Website – <https://www.ucf.edu/coronavirus/>

UCF COVID Line (for UCF affiliated individuals reporting positive test case or suspected exposure to COVID-19) – (407) 823-2509

UCF Youth Protection Website – <https://compliance.ucf.edu/youth-protection-program/>