DEPARTMENT OF PUBLIC HEALTH



COUNTY OF SAN BERNARDINO

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Public Health Director

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Division of Environmental Health Services: (800) 442-2283

- □ 385 North Arrowhead Avenue San Bernardino, CA 92415-0160
- □ 8575 Haven Avenue, Suite 130 Rancho Cucamonga, CA 91730-9105
- □ 15900 Smoke Tree, Suite 131 Hesperia, CA 92345
- □ San Bernardino County Vector Control Program 2355 East 5th Street – San Bernardino, CA 92410-5201

January 6, 2014

TO: San Bernardino County Camp Owners/Operators

SUBJECT: Request for Annual Camp Documents

The 2014 camp season is fast approaching and Environmental Health Services (EHS) is requesting the following documents at least 30 days prior to operation or by March 1st. 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.

- 1. Notice of Intention to Operate (Section 30703)
 - Camp contact information which includes; name of camp, physical address of camp, and name, mailing address, contact phone numbers of camp owner at camp and off season
 - A copy of the camp schedule including <u>all</u> 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. (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 (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. Documentation required to be onsite but sent to EHS for review prior to routine inspection:
 - Insect/Rodent Plan
 - Use of Lake or Stream Plan, if applicable
 - 11/4/2013
 - Health Care Plan

If any of the submitted documents change throughout the year, please contact us in writing and send the updated document. This includes: an updated schedule of dates of operation if applicable; the Health Care Plan as described in Section 30750; Insect/Rodent Plan as described in Section 30763; Written Emergency Procedures as described in Section 30753; or the Use of Lake, Stream or River Plan as described in Section 30741. If your facility will be closed for the entire year of 2014 please indicate such in writing to this office.

Submissions may be made by mail to: Environmental Health attn: Leilah Kelsey 385 N. Arrowhead Ave. 2nd Floor San Bernardino, CA 92415 Or by email to Leilah.Kelsey@dph.sbcounty.gov

All documents including the ones listed below should be available 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 www.sbcounty.gov/dph/dehs. In the Program 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, which are available for review and posting that address safe food handling techniques and pool operations.

Sincerely,

Leilah Kelsey

Leilah Kelsey, Supervising R.E.H.S.

Community Environmental Health