



August 28, 2020

## Yes! You *can* resume Sunday school and youth programs, *but...*

My dear friends,

As you develop your plans for the fall I am receiving a number of questions regarding programming involving children, which include nursery care, Sunday school, youth groups, and Messy Church. We are working hard to keep up with the guidelines in the province as well as the bylaws from each municipality; we are constantly taking in questions and asking for clarifications from experts in order to help best guide you in keeping you and your people safe.

The most recent guidelines from the Alberta Government require children's programming to not only follow the guidelines for places of worship, but *also* those of day camps. While I understand this may seem daunting, I assure you that these guidelines are very manageable with the proper preparation. I remind you that by the time we begin these programs many children will have already returned to school and will have begun to adjust to their new "socially distant" learning systems.

I will note a few key points from the attached documents that may help guide you as you read through them:

*"At this time, overnight camps are prohibited." (Guidance for Day Camps, pg. 1)*

Please note that in both diocesan and provincial guidelines, no overnight church camps are permitted.

*"Offering child minding for children under the age of 2 during faith-based programs or classes is not permitted at this time. These children should stay with their families during worship." (Guidance for Places of Worship, pg. 8)*

This point is very straightforward: there may not be any nursery programs at this time. Messy Church, however, remains a family worship service where children under the age of 2 remain with their parents for the entirety of the service.

*"Games and other interactive activities should only occur if there are no shared items required." (Guidance for day Camps, pg. 8)*

There should be no shared items in any of the churches at this time. Each child will have to receive their own tools for crafts, games, etc., which must be sanitized thoroughly before and after each use.

"Ask parents and guardians to check the temperatures of their children daily before coming to the program." (*Guidance for Day Camps*, pg. 3) "Instruct staff to conduct active symptom screening of each child every day with their parent or guardian as they drop off their children." (*Guidance for Day Camps*, pg. 3)

Not unlike each time your parishioners come to a worship service, self-assessment tools must be used for each individual. Children must have their own forms which must be completed with the parents or guardians.

"[Staff and volunteers] are permitted to wear non-medical facemasks if preferred, even if a mask is not necessary for the work they are performing." (*Guidance for Day Camps*, pg. 6)

Masks are now mandatory in the Diocese of Edmonton. Anyone involved in children's programming must be wearing one while inside (or outside when social distancing cannot be maintained).

"[...] day camp operators should keep daily records of anyone entering or exiting the day camp who stays for 15 minutes or longer. Day camps must obtain consent (parent or guardian for children under 18) and notify individuals, parents, or guardians about the purpose and legal authority for the collection." (*Guidance for Day Camp*, pg. 2)

This is for the purpose of contact tracing, so names and phone numbers are all that is required. Please ensure you have permission from the parent or guardian to take down personal information. The record should be kept for two weeks and then destroyed.

"Programs that utilize a space that has other user groups (e.g. programs in museums, community centres, etc.) must ensure the space is cleaned before and after using the space." "A cleaning log must be posted and used to track cleaning." (*Guidance for Day Camps*, pg. 5)

Many of our halls are used for other user groups, meetings, and other activities. I encourage all churches to implement a cleaning checklist and signoff to ensure a thorough clean is carried out before and after each group.

I encourage you to thoroughly read the attached documents and forward to me any and all questions that you have. I remind you that each program requires a risk mitigation plan to be sent to and approved by myself, and I ask you continue to allow for two weeks for me to review and return them to you.

Thank you so much for navigating all of these government requirements as we seek to keep our youngest members of our churches safe. I wish you a blessed year of children's programming.

In Christ,

A handwritten signature in blue ink, appearing to read 'Jane', with a stylized cross or 'A' shape integrated into the initial 'J'.

The Rt. Rev. Jane Alexander  
Bishop of Edmonton

# GUIDANCE FOR PLACES OF WORSHIP

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## Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene; and
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support organizers at places of worship that wish to host services and faith-based activities in reducing the risk of transmission of COVID-19 among attendees (including congregants, workers, volunteers and the general public).

- An organizer can be a religious leader, director of worship, site resources or operations lead, or other individual who is charged with organizing faith-based activities.
- Faith-based activities include any services, activities, and events such as religious services, prayer services, devotions or study of religious books, ceremonies, charitable activities, etc.

The advice in this document pertains to all faith-based activities that involve public gathering and occur on land or in buildings owned or rented by religious orders, societies, or groups. While informal faith-based activities that occur in private dwellings or on private property may not be under the direction of an “organizer”, this advice should be followed wherever applicable.

It is important that places of worship understand that the potential for spread of infection during gatherings is very high, and several large super-spreading events globally have taken place in faith-based gatherings. To best prevent the spread of COVID-19, places of worship are encouraged to continue hosting services and faith-based activities online or through creative mechanisms such as drive-in services. Social activities such as communal dinners or lunches that would normally occur alongside faith-based activities or events should be avoided at this time.

In Stage 2, with 2 metres of distance maintained between members of different households (with the exception of [cohort families](#)), the following capacity restrictions apply:

- There is no cap on capacity for places of worship, as long as there is a distance of at least 2 metres or appropriate barriers between members of different households (with the exception of [cohort families](#)).
- Wedding and funeral **ceremonies** (seated events) are **limited to a maximum of 100 invitees**, and
- **Indoor social gatherings are limited to a maximum of 50 people** (e.g., wedding or funeral receptions).
- **Outdoor social gatherings are limited to a maximum of 100 people.**

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This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found: <https://www.alberta.ca/covid-19-information.aspx>

## COVID-19 Risk Mitigation

<b>Operational Considerations</b>	<ul style="list-style-type: none"> <li>During Alberta's relaunch, it is expected that operators will make modifications to their services and settings to reduce the risk of transmission of COVID-19. To the extent possible, operators should follow the guidance in this document. <ul style="list-style-type: none"> <li>This information is not intended to exempt employers from existing occupational health and safety (OHS) requirements. OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.</li> </ul> </li> <li>Many buildings that have been unoccupied for some time have had reduced or no water flow through the plumbing system during the pandemic, leading to the stagnation of water in the pipes. Prior to re-opening, each site needs to ensure fresh water replaces the stagnant water in the water lines. See <a href="#">Guidance for Flushing Water Systems</a>.</li> </ul>
<b>General Guidance</b>	<ul style="list-style-type: none"> <li>There is no cap on capacity for places of worship, as long as there is a distance of at least 2 metres or appropriate barriers between members of different households (with the exception of <a href="#">cohort families</a>).</li> <li>Places of Worship may consider options to limit the in-person attendance of congregants to facilitate physical distancing, such as: <ul style="list-style-type: none"> <li>Offering multiple, smaller services or events for segments of the congregation instead of single services or events attended by the entire congregation.</li> <li>Establishing caps on attendance at faith-based activities and events.</li> <li>Establishing a system for congregants to RSVP to attend specific services or events, to minimize overcrowding.</li> <li>Encouraging congregants to access the place of worship outside of peak hours if they are attending for purposes other than worship services.</li> <li>Offering options for remote participation in faith-based activities (e.g. by telephone, closed circuit radio, video conference, video recordings) in conjunction with, or as a replacement for, in-person attendance.</li> </ul> </li> <li>Congregants should be encouraged to wear non-medical face masks if preferred. Masking guidance is available <a href="#">online</a>.</li> </ul>

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- Consider ways other than in-person attendance to include/support people who are at greater risk of severe disease, including people over 65 years of age and people with chronic medical conditions.
  - The event organizer must ensure that extra precautions are available for these higher risk congregants who do choose to attend in person, such as designating times for individual worship or encouraging mask use for anyone who will be near that person.
- Consider offering “drive-by”, “drive through”, or “drive in” services in which individuals participate in faith-based activities and receive services (e.g. blessings) without leaving their cars.
  - Vehicles should contain only individuals from the same household or cohort family.
  - Discourage people from leaving their vehicles during the service or event, except when using the washroom.
  - People leaving their vehicles to use the washrooms should be encouraged to maintain a minimum distance of 2 metres from others at all times.
  - Discourage vehicle idling.
- Religious leaders, staff, and volunteers who approach a vehicle to provide services to its occupants are encouraged to wear a mask if car windows are rolled down and if they are not able to maintain a 2-metre distance from the occupants.
- Organizers should provide information and guidance to their congregations to help reduce the risk of spreading COVID-19, such as:
  - Encouraging congregants to use the online the Alberta Health Services [COVID-19 Self-Assessment tool](#) before every visit to the place of worship, and strongly discouraging in-person worship when feeling unwell.
- Reminding congregants that they must not attend in person if they are experiencing the most common symptoms of COVID-19 (cough, fever, shortness of breath, runny nose, or sore throat).
- All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation.
  - Anyone with symptoms of COVID-19; with a history of international travel in the last 14 days; or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.
- Encourage and facilitate attendees to stay up to date with developments related to [COVID-19](#).

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	<ul style="list-style-type: none"> <li>• Notify congregants of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures. <ul style="list-style-type: none"> <li>○ COVID-19 signage should be posted in highly visible locations: <ul style="list-style-type: none"> <li>▪ “Help prevent the spread” posters are <a href="#">available</a>.</li> <li>▪ When possible, provide necessary information in languages that are preferred by congregants.</li> </ul> </li> </ul> </li> <li>• Directing the flow of people through the place of worship.</li> <li>• Groups should avoid sitting together unless they are from the same household or cohort family.</li> <li>• Asking that parents, families, or caregivers keep children younger than 2 years be kept close and not allow them to wander.</li> <li>• Giving verbal reminders to observe physical distancing.</li> <li>• Encouraging hand hygiene and respiratory etiquette while in the place of worship.</li> <li>• To support public health contact tracing efforts in the event that an attendee tests positive, operators should consider collecting the names and contact information of attendees. <ul style="list-style-type: none"> <li>○ Providing information is voluntary for attendees; ensure you obtain an individual’s consent and notify them about the purpose and legal authority for the collection.</li> <li>○ Records should only be kept for 2 weeks. An organization must make reasonable security arrangements to protect the personal information.</li> </ul> </li> <li>• Faith-based organizations will have full ownership of their attendance lists, and will only be asked to share attendance lists with Alberta Health Services if a potential exposure occurs onsite.</li> <li>• If there is an on-site exposure, all staff, congregants, and volunteers who were present at the time of the exposure should be notified that an exposure may have occurred and that attendance lists from the time of the exposure will be shared with Alberta Health Services for contact tracing purposes only.</li> <li>• Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose, unless an individual provides their consent.</li> <li>• For more information, the Office of the Information and Privacy Commissioner has released <a href="#">Pandemic FAQ: Customer Lists</a> about collecting personal information from customers during the COVID-19 pandemic.</li> <li>• For questions about operator obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at <a href="mailto:sa.accessandprivacy@gov.ab.ca">sa.accessandprivacy@gov.ab.ca</a>.</li> </ul>
<b>Staff &amp; Volunteers</b>	<ul style="list-style-type: none"> <li>• Organizers at places of worship should implement measures outlined in the <a href="#">COVID-19 General Relaunch Guidance</a> and below, to protect staff</li> </ul>

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	<p>and volunteers from the spread of COVID-19 onsite:</p> <ul style="list-style-type: none"> <li>○ Maintain up-to-date contact information for staff and volunteers.</li> <li>○ Record who is working each day and attending group activities and events.</li> <li>○ Provide information and training about appropriate physical distancing, facility-specific risk-reduction measures, and proper respiratory and hygiene practices.</li> <li>○ Provide non-medical masks if staff and volunteers are unable to maintain 2-metre physical distance from congregants.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Organizers at places of worship should consider making adjustments in their facilities to support physical distancing amongst staff, volunteers, and attendees. This could include: <ul style="list-style-type: none"> <li>○ Controlling and staggering entry into, and exit from, the place of worship before and after group activities or events (e.g. by dismissing individuals by household or section, rather than all at once).</li> <li>○ Establishing different points of entry and exit from high-traffic areas, where feasible to do so.</li> <li>○ Arranging or marking seating to ensure physical distancing between individuals who are not members of the same household.</li> <li>○ Identifying areas, such as lobbies, where crowding and bottlenecks are common, and using volunteers, staff, or barriers to redirect people who may gather in these areas.</li> <li>○ If congregants are required to line up to receive services, using floor markings to encourage physical distancing.</li> </ul> </li> <li>• Organizers should increase the frequency of cleaning and disinfecting of high traffic areas, common areas, and washrooms in the place of worship.</li> <li>• Frequently clean and disinfect high-touch/shared surfaces such as doorknobs, light switches, toilet handles, faucets and taps, ceremonial objects, elevator buttons, railings.</li> <li>• Cleaning guidance can be found in Alberta Health Service's <a href="#">Environmental Cleaning Guidance</a>.</li> <li>• Hand sanitizer containing at least 60% alcohol content is highly recommended at facility entrances and exits, and throughout the place of worship.</li> <li>• Caution should be taken to limit access to hand sanitizer by young children without supervision.</li> <li>• Water fountains or water coolers may remain open and should be cleaned and disinfected frequently. <ul style="list-style-type: none"> <li>○ Where disposable water cups are provided, place a lined garbage receptacle close by for any used cups.</li> </ul> </li> </ul>



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<b>Higher Risk Activities</b>	<ul style="list-style-type: none"> <li>Organizers should thoroughly review all faith-based activities, rituals, and practices that occur in their place of worship to determine if they increase the risk of spreading COVID-19 amongst congregants, staff, and/or volunteers.</li> <li>Any activity or practice that increases the risk of COVID-19 through contact (touching surfaces) or droplet transmission (sneezing, coughing, singing, shouting) should be discontinued or altered to prevent the risk. The following section provides guidance on high-risk activities that commonly occur in places of worship.</li> </ul>
<b>Singing, Live Music &amp; Performances</b>	<p>COVID-19 can be transmitted through saliva or respiratory droplets while singing, or when performing live music, drama or dance in close proximity. As such, these activities should be considered to be higher-risk and either postponed or carefully managed with appropriate physical distancing.</p> <ul style="list-style-type: none"> <li>Singing and using wind instruments are higher risk activities and not recommended. Consider recorded music or non-wind instruments, like piano or guitar, as an alternative.</li> <li>Hand-held microphones should not be shared. This includes between emcees and those proposing toasts or giving speeches. Podium or stand microphones can be shared, but should not be touched by speakers.</li> <li>Congregational singing is discouraged. Consider a soloist or instrumental music instead. Where appropriate, attendees can be encouraged to hum along to instrumental, remote, or recorded performances.</li> <li>Performances that include singing –soloists or in small groups –should take the following precautions:             <ul style="list-style-type: none"> <li>Keep singers completely separate from the audience and each other by livestreaming individuals singing separately.</li> <li>Limit the number of people singing in the same place to the fewest possible.</li> <li>Have people sing facing away from others or otherwise creating separation using an acrylic barrier such as Plexiglas.</li> <li>Use pre-prepared audio or video recordings.</li> <li>Where appropriate, attendees can be encouraged to hum along to instrumental, remote, or recorded performances.</li> <li>Have singers wear face masks while singing.</li> </ul> </li> </ul>
<b>Interpersonal Interactions</b>	<ul style="list-style-type: none"> <li>Shaking hands, hugging, touching, or passing items between people compromises the 2 metre distance between congregants and must not occur, except between members of the same household or cohort family. Alternatives such as waving, nodding, or bowing should be encouraged.</li> <li>Religious rituals that involve physical contact between individuals, such</li> </ul>



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	<p>as anointing with oils or baptisms increase the likelihood of disease transmission and should be performed in an alternate fashion that minimizes physical contact.</p> <ul style="list-style-type: none"> <li>• Individuals can wear clean, properly fitted non-medical masks to further reduce the risk of transmission. However, even when wearing masks, attendees should always try to maintain a 2 metre distance from anyone who is not a member of their household.</li> <li>• Everyone in the place of worship should follow proper respiratory etiquette practices at all times. These practices include coughing and sneezing into the elbow or a tissue, discarding tissues into a lined garbage bin, and washing hands afterwards.</li> </ul>
<b>Food</b>	<ul style="list-style-type: none"> <li>• If food or drink must be provided as part of a faith-based ritual (e.g. communion), the following precautions must be taken to prevent the risk of infection: <ul style="list-style-type: none"> <li>○ Food or drink must be served to congregants in pre-packaged or individual portions by a small number of designated individuals.</li> <li>○ Food and drink containers or utensils (e.g. chalices or plates) should not be shared or passed between congregants.</li> <li>○ Physical contact between the designated serving individuals and congregants must not occur while serving food or drink (e.g. placing food in a congregants' mouths). Instead, the server can place the individual food or drink portion in a congregant's outstretched hand, or on a table for the congregant to pick up.</li> <li>○ The designated serving individuals should wash or sanitize hands immediately before serving and should wear a clean, properly-fitted non-medical mask for the duration of time spent serving.</li> </ul> </li> <li>• If food is desired before or after faith-based activities or events, businesses or groups who provide the food are required to follow the <a href="#">Food Regulation</a> and <a href="#">Food Retail and Foodservices Code</a> and existing occupational health and safety requirements. <ul style="list-style-type: none"> <li>○ Food service providers should also follow the <a href="#">COVID-19 General Relaunch Guidance</a> and the <a href="#">Restaurants, Cafes, Pubs, and Bars Guidance</a>.</li> </ul> </li> <li>• Buffets and self service options may only be offered if facilitated and overseen by a commercial caterer who holds a food handling permit in accordance with the Guidance for Restaurant, Cafés, Pubs and Bars.</li> <li>• Attendees may bring their own food and beverages. Food and beverages should not be shared between households.</li> </ul>
<b>Shared items</b>	<ul style="list-style-type: none"> <li>• Do not hand out or share items that cannot be cleaned and sanitized before and after each use (e.g., books, hymns, prayer mats, pipes, and programs).</li> </ul>

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	<ul style="list-style-type: none"> <li>• Encourage congregants to bring their own items and avoid sharing them with others.</li> <li>• Pre-print daily song sheets and discard after services are completed.</li> <li>• Consider using projection or audio-visual systems to share information.</li> <li>• Do not share microphones.</li> <li>• Do not offer shared receptacles for liquid (e.g. holy water fonts). If washing facilities are required, they should be supplemented by hand hygiene products.</li> <li>• If it is required for religious or spiritual reasons, touching of ceremonial objects (e.g., statues, religious symbols, rings) may occur if hand hygiene is performed before and after touching the object.</li> <li>• Individuals must not kiss, embrace, or press their faces on any shared ceremonial object.</li> <li>• Do not pass donation collection plates or containers between congregants. Alternatives include: <ul style="list-style-type: none"> <li>○ A designated area to place offerings/donations. Offerings/donations collected from patrons should left untouched for 24 hours.</li> <li>○ Online offerings/donations.</li> </ul> </li> </ul>
<b>Children's programs and other facility uses</b>	<ul style="list-style-type: none"> <li>• Offering child minding for children under the age of 2 during faith-based programs or classes is not permitted at this time. These children should stay with their families during worship.</li> <li>• Faith-based classes for children aged 2 and older may operate with adherence to the <a href="#">Guidance for Day Camps</a>.</li> </ul>
<b>Other uses of the facility</b>	<ul style="list-style-type: none"> <li>• Places of worship that freely offer or rent spaces within their facilities to other groups or businesses must ensure that these groups or businesses abide by all orders of the Chief Medical Officer of Health and all applicable <a href="#">public health guidance documents</a>.</li> <li>• The operator is responsible for ensuring that any parties renting or using space in the place of worship have plans and mechanisms in place to prevent infection transmission amongst their staff, volunteers, and patrons.</li> </ul>

# GUIDANCE FOR DAY CAMPS

## Overview

Under current Chief Medical Officer of Health Orders, businesses and entities are required to:

- implement practices to minimize the risk of transmission of infection among attendees;
- provide procedures for rapid response if an attendee develops symptoms of illness;
- ensure that attendees maintain high levels of sanitation and personal hygiene;
- comply, to the extent possible, with the [COVID-19 General Relaunch Guidance](#), this guidance, and any other applicable Alberta Health guidance found at: <https://www.alberta.ca/biz-connect.aspx>.

This document has been developed to support operators of day camps in reducing the risk of transmission of COVID-19 among attendees (including workers, volunteers, attendees and the general public). Day camps include short-term programs that provide care and education to children of all ages. The guidance provided outlines public health and infection prevention and control measures, specific to day camps.

At this time, overnight camps are prohibited.

This document and the guidance within it is subject to change and will be updated as needed. Current information related to COVID-19 can be found at: <https://www.alberta.ca/covid-19-information.aspx>

## COVID-19 Risk Mitigation

<b>Before Opening</b>	<ul style="list-style-type: none"><li>• During Alberta's relaunch, it is expected that operators will make modifications to their services and settings to reduce the risk of transmission of COVID-19. To the extent possible, operators should follow the guidance in this document.<ul style="list-style-type: none"><li>○ This information is not intended to exempt employers from existing occupational health and safety (OHS) requirements. OHS questions and concerns can be directed to the OHS Contact Centre by telephone at 1-866-415-8690 (in Alberta) or 780-415-8690 (in Edmonton) or online.</li></ul></li><li>• Many buildings that have been unoccupied for some time have had reduced or no water flow through the plumbing system during the pandemic, leading to the stagnation of water in the pipes. Prior to re-opening, each site needs to ensure fresh water replaces the stagnant water in the water lines. See <a href="#">Guidance for Flushing Water Systems</a>.</li></ul>
<b>General Guidance</b>	<ul style="list-style-type: none"><li>• Groups should operate in cohorts of 50 people or fewer. This includes both all day camp staff, volunteers and attendees.<ul style="list-style-type: none"><li>○ A cohort is defined as a group of attendees and staff members assigned to them who stay together throughout the day.</li><li>○ The cohort should remain the same each time the group meets.</li><li>○ If a staff member works with more than one cohort (i.e. multiple classes of 50 people), they should wear a mask at all times.</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>○ Cohorts cannot mix with other cohorts or be in the same room/space at the same time.</li> <li>• Day camps should encourage and facilitate families of attendees staying up to date with developments related to <a href="#">COVID-19</a>.</li> <li>• Day camps should notify families of attendees of the steps being taken to prevent the risk of transmission, and the importance of their roles in these measures. <ul style="list-style-type: none"> <li>○ COVID-19 signage should be posted in highly visible locations: <ul style="list-style-type: none"> <li>▪ “Help prevent the spread” posters are <a href="#">available</a>.</li> <li>▪ When possible, provide necessary information in languages that are preferred by attendees.</li> </ul> </li> </ul> </li> <li>• All Albertans must follow CMOH Order 05-2020, which establishes legal requirements for quarantine and isolation. <ul style="list-style-type: none"> <li>○ Anyone with symptoms of COVID-19, with a history of international travel in the last 14 days, or with close contact with a confirmed case of COVID-19 in the past 14 days must remain at home.</li> </ul> </li> <li>• Operators should develop a plan to provide isolation for an attendee if needed.</li> </ul> <p>To support public health contact tracing efforts in the event that an attendee tests positive, <b>day camp operators should keep daily records of anyone entering the day camp who stays for 15 minutes or longer</b> (e.g. staff, workers, volunteers on shift, visitors, etc.).</p> <ul style="list-style-type: none"> <li>• Day camps must obtain consent (parent or guardian for children under 18) and notify individuals, parents or guardians about the purpose and legal authority for the collection. <ul style="list-style-type: none"> <li>○ Any personal information that is collected for COVID-19 contact tracing can only be used for this purpose</li> </ul> </li> <li>• Information about attendees will only be requested by Alberta Health Services if a potential exposure occurs onsite.</li> <li>• Records should only be kept for 2 weeks. A day camp must make reasonable security arrangements to protect the personal information.</li> <li>• For more information, the Office of the Information and Privacy Commissioner has released <a href="#">Pandemic FAQ: Customer Lists</a> about collecting personal information from customers during the COVID-19 pandemic.</li> </ul> <p>For questions about your obligations under PIPA, please contact the FOIP-PIPA Help Desk by phone at 780-427-5848 or by email at <a href="mailto:sa.accessandprivacy@gov.ab.ca">sa.accessandprivacy@gov.ab.ca</a></p>
<b>Screening and Response Plan</b>	<p>Staff members, parents or guardians and children <b>must not attend</b> the day camp program <b>if they are sick, even if symptoms resemble a mild cold.</b></p>

## GUIDANCE FOR DAY CAMPS

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- Symptoms to look for include: fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache, and a general feeling of being unwell.

Operators should:

- Post [signs](#) that instruct those who may have been exposed to COVID-19 to not enter.
- Ask parents and guardians to check the temperatures of their children daily before coming to the program. Parents and guardians should be reminded of this requirement when children are first registered for the program and through visible signage at entrances and drop off areas.
- Instruct staff to conduct active symptom screening of each child every day with the parent or guardian as they drop off their children:
  - Operators may choose to use the [Alberta Health Daily Checklist](#) document or the Alberta Health Services [COVID-19 Self-Assessment tool](#).
- Consider implementing active screening of staff for symptoms of fever, sore throat, cough, runny nose or difficulty breathing.

A rapid response plan sets out a fast-action plan for operators when an attendee shows symptoms or tests positive for COVID-19. Operators should develop a rapid response plan for their day camp:

- If a child develops symptoms while at the program, the child should be isolated away from other children and the parent or guardian should be notified to come and pick up the child immediately. If a separate space is not available, the child needs to be kept at least 2 metres away from other children.
- If a child requires close contact and care, staff can continue to care for the child until the parent or guardian is able to pick them up. Staff should wear a mask during all interactions with the child and should avoid contact with the child's respiratory secretions.
- Staff should wash their hands with soap and water for 20 seconds or alcohol-based hand sanitizer with a minimum of 60% alcohol before donning a mask and before and after removing the mask (as per [mask guidance](#)), and before and after touching any items used by the child.
- If a staff person develops illness while at work, they should immediately remove themselves from any contact with others, notify their supervisor and go home.
- All items used by individual while isolated should be cleaned and disinfected as soon as the child has been picked up. Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of 24 hours.

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	<ul style="list-style-type: none"> <li>Parents and guardians should be familiar with and follow the operator's rapid response plan if an attendee starts feeling symptoms while at day camp.</li> </ul> <p><b>Programs connected to a confirmed or probable case of COVID-19 will be required to participate in contact tracing processes that may include program closures if required by Alberta Health Services.</b></p>
<b>Physical Distancing</b>	<ul style="list-style-type: none"> <li>Cohorts cannot mix with other cohorts or be within in the same room/space at the same time, including pickups and drop-offs, mealtimes, playtime, outdoor activities, staff rooms, etc.               <ul style="list-style-type: none"> <li>More than one program can be offered per building as long as separation between programs is maintained (separate entrances/exits, washrooms) and all health requirements are followed.</li> <li>Where possible, physical distancing practices should occur.</li> </ul> </li> <li>Avoid close greetings like hugs or handshakes and encourage physically-distant greetings such as "air fives" and waves.</li> <li>Plan for physically distant activities such as shadow tag and avoid activities that require clustering around a particular item or small area.</li> <li>Where a shared outdoor space is used (e.g. green space), cohorts must maintain a distance of 10 metres between groups.</li> </ul>
<b>Cleaning &amp; Disinfecting</b>	<p>Operators should:</p> <ul style="list-style-type: none"> <li>Develop and implement procedures for increasing the frequency of cleaning and disinfecting of high traffic areas, common areas, and public washrooms.</li> <li>Clean and disinfect frequently touched objects and surfaces as per AHS' <a href="#">Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community</a>.</li> <li>Frequently clean and disinfect high-touch/shared surfaces such as:               <ul style="list-style-type: none"> <li>Doorknobs, light switches, toilet handles, faucets and taps, elevator buttons, railings.</li> <li>Phones, computers, remote controls, keyboards, desktops, conference room equipment, pin pads, cash registers, surface counters, customer service counters, menus.</li> <li>Equipment handles, hand tools, machinery control panels, seat belt buckles, joysticks, steering wheels and controls on powered mobile equipment.</li> </ul> </li> <li>Limit hours of operations to enable frequent cleaning.</li> <li>Ensure disposable towels and spray cleaners, or disposable wipes, are available to workers, volunteers and (as necessary) patrons to regularly clean commonly used surfaces.</li> </ul>

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<b>Hand Hygiene &amp; Respiratory Etiquette</b>	<p>Operators should promote and facilitate frequent and proper hand hygiene for all day camp attendees. Operators should consider the following:</p> <ul style="list-style-type: none"> <li>• Enabling and instructing attendees to wash their hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (greater than 60% alcohol content). <ul style="list-style-type: none"> <li>○ Ensure there are stations available to maintain hand hygiene.</li> <li>○ It is strongly encouraged that operators provide a means to sanitize hands at points of entry and locations throughout the site where attendees are known to handle objects.</li> <li>○ Dispensers should not be in locations that can be accessed by young children as alcohol-based hand sanitizer is not generally recommended for use by young children.</li> <li>○ Hand washing with soap and water is required if the attendee has visibly dirty hands.</li> <li>○ The AHS <a href="#">Hand hygiene education webpage</a> has more information, posters and videos about hand hygiene.</li> </ul> </li> <li>• Operators should make every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a lined garbage bin) is followed.</li> <li>• The use of highly visible posters that remind attendees to practice respiratory etiquette and hand hygiene is strongly encouraged (e.g., entrances, washrooms and staff rooms). <ul style="list-style-type: none"> <li>○ Posters are available <a href="#">here</a>.</li> </ul> </li> </ul>
<b>Use of Shared Spaces</b>	<ul style="list-style-type: none"> <li>• If play structures are to be used by more than one group, the structures can only be used by one cohort at a time and must be cleaned and disinfected before and after use by each cohort.</li> <li>• Only one cohort at a time may use the same outdoor play space. Follow physical distancing practices when possible. Each cohort should have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.</li> <li>• The program should establish a plan to prevent mingling of cohorts in washrooms and to minimize the number of shared surfaces in washrooms.</li> <li>• Programs that utilize a space that has other user groups (e.g. programs in museums, community centres, etc.) must ensure the space is cleaned before and after using the space. It is recommended that cleaning be done by one person within the cohort directly before the group enters the space and after it exits the space. A cleaning log must be posted and used to track cleaning.</li> <li>• Where provided, water fountains may remain open and should be cleaned and disinfected frequently.</li> </ul>



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<p><b>Shared Items, Goods, &amp; Equipment</b></p>	<p>All items that will be shared between more than one person (from different households) should be appropriately cleaned and disinfected between each use.</p> <ul style="list-style-type: none"> <li>• Shared items that <b>have not</b> come into contact with someone who is known to be infected with COVID-19 should adhere to the following guidance: <ul style="list-style-type: none"> <li>○ Wash hands with soap and water for at least 20 seconds or alcohol-based hand sanitizer with a minimum of 60% alcohol before and after handling a shared item.</li> <li>○ Hard-surfaced items, or items which can be laundered should be cleaned and disinfected. Refer to AHS' <a href="#">Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community</a>.</li> <li>○ Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of 24 hours.</li> </ul> </li> <li>• All shared items that <b>have</b> come into contact with someone who is known to be infected with COVID-19 should adhere to the following guidance, even when being shared amongst members of the same household: <ul style="list-style-type: none"> <li>○ All items should be handled using gloves and a non-medical mask or face covering. Wash hands with soap and water for at least 20 seconds or alcohol-based hand sanitizer with at least 60% alcohol: <ul style="list-style-type: none"> <li>▪ Before putting on gloves and non-medical face mask.</li> <li>▪ Immediately after removing gloves and non-medical face mask.</li> </ul> </li> <li>○ Consider if disposing of the item is appropriate.</li> <li>○ Hard-surfaced items should be cleaned and disinfected. Refer to AHS' <a href="#">Public Health Guidelines for Environmental Cleaning of Public Facilities during Respiratory Illnesses in the Community</a>.</li> </ul> </li> <li>• Soft-surface items, or other items that cannot be cleaned and disinfected should be isolated for a period of seven (7) days.</li> </ul>
<p><b>Staff and Volunteers</b></p>	<p>Operators should ensure staff and volunteers:</p> <ul style="list-style-type: none"> <li>• Are trained on physical distancing, hand hygiene, respiratory etiquette, cleaning and disinfecting, and any updated policies or procedures related to preventing transmission of COVID-19.</li> <li>• Have access to hand sanitizer or hand washing stations, as required.</li> <li>• Are permitted to wear non-medical face masks if preferred, even if a mask is not necessary for the work they are performing. Guidance is available online.</li> <li>• Stagger staff arrival and departure times, lunch times, breaks and meetings to reduce the number of workers in one place at a given time.</li> <li>• Designate lockers and storage spaces to individual staff.</li> <li>• Encourage staff to launder uniforms between shifts as appropriate.</li> <li>• Continue to follow existing occupational health and safety (OHS) requirements.</li> </ul>

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	<ul style="list-style-type: none"> <li>OHS questions and concerns can be directed to the OHS Contact Centre by phone at 1-866-415-8690 (Alberta) or 780-415-8690 (Edmonton) or online.</li> </ul>
<b>Drop Off and Pick Up Procedures</b>	<ul style="list-style-type: none"> <li>Programs must develop procedures for drop off and pick up that support physical distancing and separate cohorts to the greatest extent possible. Possible strategies include separate cohort entrances, having one designated parent or guardian pick up and drop off each child, staggering entry, or limiting the numbers of people in entry areas.</li> <li>There should be no non-essential visitors at the program. Parents or guardians are able to attend the program when needed, but should minimize time spent there.</li> <li>Day camp operators and staff should use telephone or video conferencing when possible to meet with staff and parents and guardians.</li> <li>Parents and guardians who are picking up children from more than one cohort at the centre should not be allowed to intermingle with children in the cohorts.</li> <li>Alcohol-based hand sanitizer containing at least 60% alcohol content should be placed in all entrances to the program area in for use by staff, parents doing pick-ups/drop-offs, and other essential visitors.</li> <li>Signs should be posted reminding persons not to enter if they are sick (even if symptoms resemble a mild cold).</li> </ul>
<b>Program Planning</b>	<ul style="list-style-type: none"> <li>To help plan activities, staff should ask themselves the following questions to determine the risk of the activities and whether they are allowed to proceed. <ul style="list-style-type: none"> <li>Does the activity violate a public health order?</li> <li>Does the activity involve shared surfaces or objects frequently touched by hands?</li> <li>Can an activity be modified to increase opportunities for physical distancing?</li> </ul> </li> <li>Controls should be instituted to ensure physical distancing between all attendees as much as possible. This could include: <ul style="list-style-type: none"> <li>Posting signs, using barriers and marking floors.</li> <li>Removing or reorganizing seating.</li> </ul> </li> <li>To align with physical distancing requirements, field trips and activities requiring group transportation are prohibited.</li> <li>Stagger lunch/snack breaks to promote physical distancing among participants.</li> </ul>
<b>Entertainment &amp; Performances</b>	<p>COVID-19 can be transmitted through saliva or respiratory droplets while singing, or when performing live music, drama or dance in close proximity. As such, these activities should be considered to be higher-risk and either postponed or carefully managed with appropriate physical distancing.</p> <ul style="list-style-type: none"> <li>Follow the <a href="#">Guidance for Live Music, Dance and Theatre</a>.</li> <li>Singing and the use of wind instruments are higher risk activities and must not occur.</li> </ul>

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	<ul style="list-style-type: none"> <li>○ Consider recorded singing or non-wind instruments (e.g., piano, string instruments or guitar) as an alternative.</li> <li>• Dancing should maintain physical distancing between attendees from different households. <ul style="list-style-type: none"> <li>○ Use chalk lines on sidewalks, spray paint on grass, and tape on flooring to mark spaces for attendees.</li> <li>○ Consider types of dancing, such as lines dances, which allow people to remain far apart.</li> <li>○ If attendees are unable to maintain physical distancing while dancing, non-medical face masks should be worn. <a href="#">Guidance for wearing masks</a> is available.</li> </ul> </li> <li>• Games and other interactive activities should only occur if there are no shared items required. Consider games and activities where participants can maintain physical distance as much as possible.</li> </ul>
<b>Food</b>	<ul style="list-style-type: none"> <li>• Food service providers are required to follow the <a href="#">Food Regulation</a> and <a href="#">Food Retail and Foodservices Code</a> and existing occupational health and safety requirements. <ul style="list-style-type: none"> <li>○ Operators should also follow the <a href="#">COVID-19 General Relaunch Guidance</a> and the <a href="#">Restaurants, Cafes, Pubs, and Bars Guidance</a></li> </ul> </li> <li>• Buffets and self service options may only be offered if facilitated and overseen by a commercial caterer who holds a food handling permit in accordance with the Guidance for Restaurant, Cafés, Pubs and Bars.</li> <li>• No activities involving child participation in food preparation are allowed.</li> <li>• If food must be handed out, designate an individual to hand out the food. The person handing out food should follow good hand hygiene practices. <ul style="list-style-type: none"> <li>○ Utensils should be used to serve food items (not fingers).</li> </ul> </li> <li>• Servers and food handlers should wear a non-medical face masks, in addition to typical food handling practices outlined in the <a href="#">Food Retail and Foodservices Code</a>.</li> <li>• Day camp attendees may bring their own food and beverages. Food brought from home should be stored with the child's belongings or, if refrigeration is required, should be kept in an area designated for the child's cohort and should not be handled by other cohorts' staff. <ul style="list-style-type: none"> <li>○ Food and beverages should not be shared between households. Ensure participants label personal belongings.</li> </ul> </li> </ul>
<b>Playgrounds</b>	<p>Operators with playgrounds should refer to:</p> <ul style="list-style-type: none"> <li>• <a href="#">COVID-19 General Relaunch Guidance</a></li> <li>• <a href="#">COVID-19 information: guidance for playgrounds</a></li> </ul>