

# **Camp Douglas Overnight Camp Covid-19 Safety Plan**

## **1. Campers**

### **1.1 Cabin groups**

Campers are divided into cabin groups of no more than 12 campers and 2 staff with whom they will spend the day. If a camper requires a support worker, this person is included in the cabin count, which must not exceed 14 people total. The composition of cabin groups will remain consistent during the camp session.

Campers will engage exclusively with members of their own cabin during indoor activities, including eating. Campers may interact with members of other cabins outdoors.

Different cabin groups may share an indoor space at the same time provided that the windows/doors to the outdoors are open and the room is well ventilated, the number of people in the room does not exceed the occupancy limit, and cabin groups maintain physical distance.

Greetings which include physical contact (eg. high fives, hugs) should be avoided.

### **1.2 Camper accommodation**

Ventilation of cabins will be encouraged. Screened windows will be left open as much as possible.

No person other than the campers and staff who reside in a cabin may enter it, excepting cleaning staff (eg. First Aid Attendant). Cleaning staff will enter only when no campers or cabin leaders are present, and will wear personal protective equipment (PPE).

Masks do not need to be worn by members of the cabin group when in their cabin.

Sleeping accommodations will provide a 1 metre physical distance between the heads of individuals, or if heads cannot be 1 metre apart, a temporary barrier (eg. curtain, sheet) will be used. For bunk beds, the head of the camper in the top bunk will be positioned opposite the head of the camper in the bottom bunk. For side by side beds, the campers will be positioned head-to-toe. For end-to-end beds, the campers will be positioned toe-to-toe where possible, and otherwise head-to-toe to maximize the distance between heads.

### **1.3 Physical distancing and minimizing physical contact**

Physical distancing outside of cabin groups in their own accommodations will avoid physical contact and minimize close, prolonged, face-to-face interactions. Activities conducted within shared space will be spread out as much as possible within the space available.

Different cabin groups will not share the same indoor space at the same time unless the space is sufficiently large and well ventilated, and has a posted occupancy limit to prevent overcrowding.

Staff will remain with their cabin groups as much as is practicable and feasible. The number of staff interacting with each cabin group will be minimized as much as possible.

Greetings which include physical contact (eg. high fives, hugs) should be avoided.

## **2. Camp Personnel**

## **2.1 Staff**

Staff (which includes volunteers) can interact with different cabin groups when outside. When inside, staff are required to wear masks except in their cabin area. Masks are not required outdoors.

Summer staff will be encouraged to remain on site for the duration of camp programming to limit outside interactions.

When away from camp, staff must continue to follow all current public health guidelines. This includes during their time off.

## **2.2 Staff training**

All staff will be trained in covid-19 procedures and policies to limit the spread of disease during their time at camp.

Staff who are responsible for cleaning will be trained in WHMIS procedures.

Staff training will be done online where feasible and appropriate.

## **2.3 Staff housing**

Where buildings have shared indoor spaces between non-household individuals, masks will be worn in common areas (eg. hallways, bathrooms, staff lounge).

If rooms are shared, it will be between individuals of the same household. Beds will be arranged head-to-toe and where possible, at least 2 metres apart. If the 2 metre distance is not possible, temporary barriers (eg. curtains) will be used to prevent droplet spread while sleeping.

No resident in a shared accommodation (eg. the retreat centre) can be ill or require isolation. If a resident is ill and requires isolation, all residents in the affected accommodation will be isolated and sent for testing. If a staff member's covid-19 test comes back positive, they are to go home. If this is not feasible, they must self-isolate on site until well.

# **3. Camp Facility**

## **3.1 Outdoor space and ventilation**

Activities will be conducted outdoors wherever possible. Indoor areas will be ventilated as much as possible (eg. windows and doors kept open).

Playgrounds are considered safe if hygiene measures are followed (eg. washing hands before and after use).

## **3.2 Physical markers and barriers**

Markers will be set out to indicate distancing in settings where campers must wait their turn or were previously allowed to gather in a group, such as outside washrooms. Markers may be cones or tape.

Masks must be worn in areas with poor ventilation.

Signage will be posted to indicate off limits areas.

## **3.3 Cleaning**

Buildings will be cleaned daily. Cleaning is the physical removal of visible soiling (eg. dust, dirt, blood). Cleaning is done with water, detergents (eg. soaps), and steady friction from a cleaning cloth.

High contact surfaces will be cleaned and disinfected more frequently. High contact surfaces include door handles, light switches, railings, toilet handles, sports equipment, and craft supplies. Disinfecting is done using disinfecting wipes (eg. Lysol wipes) and pre-made solutions. Visibly soiled surfaces will be cleaned before they are disinfected.

Garbage containers will be emptied daily.

Hands will be washed after cleaning, and before putting on and after removing gloves.

## **4. Health and Safety**

### **4.1 Illness policies**

No person who is sick or has symptoms of covid-19 shall be allowed on site. Staff who are sick must inform the camp director as soon as possible, and may not work. Staff who are unable to work due to symptoms of covid-19 or other illness will be paid as though they had worked that day.

Campers who are sick or have symptoms of covid-19 may not come to camp. If a registered camper is unable to attend due to illness or covid-19 symptoms, that family will be refunded the cost of camp. This policy will be communicated to families ahead of time.

### **4.2 Record keeping**

Records will be kept of:

- Each cabin group and the staff working that week
- Schedules, specifying where each camper is during the day
- Any outside visitor to the camp, including parents, tradespeople, and delivery drivers

These records will be kept for a minimum of 30 days after the completion of the camp.

### **4.3 Restriction of gathering size**

No event will exceed the gathering size specified by the Provincial Health Office (PHO).

Large indoor gatherings of staff and campers will not be held.

## **5. Visitors, Parents, and Caregivers**

### **5.1 Visitors**

Visitors, including parents, caregivers, and contractors, will be limited to those essential for supporting activities or conducting facilities maintenance.

All visitors are required to confirm with camp staff before entering the site that they have no symptoms of covid-19, are not required to self-isolate, and have not traveled outside of Canada

in the last 14 days. Camp will keep a record of the date, names, and contact information for all visitors who enter the camp. (See 5.3 Camper Drop-off and Pick-up below.)

All visitors are required to wear a mask.

## **5.2 Camper and parent or caregiver education**

Campers and their parents or caregivers will be informed of the relevant covid-19 protocols related to their camp, through a combination of written (eg. email) and verbal (eg. on-site instruction) communication.

This safety plan will be posted on the camp website and at the camp site.

## **5.3 Drop-off and pick-up**

Drop-off and pick-up will be held outdoors at the Horseshoe Bay ferry terminal. Campers and staff are required to wear masks indoors except in their designated cabin areas.

Staff will conduct a health screening of each camper at drop-off. Parents or caregivers will be required to confirm that their child does not have any symptoms of covid-19, has not been told to isolate, and has not traveled outside of Canada in the last 14 days.

Hand sanitizer will be provided for parent and caregiver use before and after signing the sign-in/out sheet. Clean pens will be provided, and a container for used pens. Alternately, camp staff may sign-in/out campers by verbally receiving the necessary info from the parent or caregiver.

# **6. Program and Operations**

## **6.1 Program and activities**

All activities will be held out of doors as much as possible. This includes arts and crafts and meal time.

Potentially shared indoor spaces will have posted occupancy limits. In case of foul weather, cabin groups will remain as separate as possible.

Activities will involve little to no contact; no high-contact games or sports will be played.

Shared equipment (eg. balls, scissors) will be cleaned daily. Wherever possible, equipment sharing will be avoided.

Singing is allowed outdoors only.

## **6.2 Transportation**

Transportation will be used only when necessary. Sanitation, personal protective equipment, and physical distance will be maintained.

Mask must be worn while using transportation (eg. bus, ferry) and hand sanitizer used before and after loading.

On buses, if space allows, each passenger will have their own seat, unless they are from the same cabin group.

Buses will be loaded back to front and offloaded front to back. Seating will be assigned.

Loud talking or singing in enclosed spaces like vehicles is not allowed.

When a contracted transportation provider is used, Camp Douglas will contact the service provider to ensure that appropriate safety measures will be followed (distancing, cleaning and sanitation, etc.).

### **6.3 Food service**

All persons must cleanse their hands before and after eating, either by washing with soap and water or by using an alcohol-based hand sanitizer.

Each cabin group will eat at their own table.

Cabin groups sharing the same dining space will maintain a physical distance of at least 2 metres from each other.

Staff will remind campers not to share food or beverages.

Campers are encouraged to bring their own water bottle for use throughout the day. Hands do not need to be washed before or after drinking from a water bottle unless hands are visibly soiled.

Water bottles are not to be refilled in bathroom sinks.

All food service will follow WorkSafeBC's guidelines for restaurants and cafes as well as Food Safe standards.

Food distribution will be directed so that there is no crowding at food stations.

Whenever possible, food will be served outside.

### **6.4 First aid**

The First Aid attendant will wear a mask and the patient will wear a mask if possible.

When possible, the FA attendant will guide the patient to do their own first aid (eg. put on a band-aid).

The FA attendant will use appropriate procedures and wear suitable mask and gloves (see 9. Personal Protective Equipment).

If CPR is required, a pocket mask with a viral filter or a bag-valve-mask with an HME filter will be used.

## **7. Health Checks and Responding to Symptoms**

### **7.1 Pre-camp and daily health check**

Families will be asked to monitor their camper(s) for the symptoms listed below. Staff are required to do the same.

All persons will be screened daily for the following covid-19 symptoms:

- Fever or chills
- Cough
- Loss of sense of smell or taste
- Difficulty breathing

Other symptoms may include:

- Sore throat
- Loss of appetite
- Extreme fatigue or tiredness
- Headache
- Body aches
- Nausea or vomiting
- Diarrhea

Staff must complete a daily employee health check and confirm that they do not have any symptoms of covid-19, have not traveled outside of the country in the last 14 days, have not been a close contact of a confirmed case of covid-19, and have not been told to self-isolate. This check will be documented on the sign-in/out sheet.

Parents or caregivers must complete a daily health check on their child for one week prior to camp. A child who has answered “yes” to any question may not attend camp.

Any person who displays symptoms of covid-19 may not attend camp but must immediately isolate and follow the procedures outlined in 7.3 What to do when symptoms develop at camp.

## **7.2 Staying home and isolation**

The following campers and staff are required to stay home and self-isolate:

- Anyone with fever or chills, cough, loss of sense of smell or taste, difficulty breathing, sore throat, loss of appetite, extreme fatigue or tiredness, headache, body aches, nausea or vomiting, and diarrhea.
- Anyone who has traveled outside of Canada in the last 14 days.
- Anyone who lives in a household with someone who has covid-19.
- Anyone who has been identified by Public Health as a close contact of someone with covid-19.

## **7.3 What to do when symptoms develop at camp**

If a camper or staff member develops a new cough (unrelated to pre-existing conditions such as asthma or seasonal allergies), fever, chills, shortness of breath, loss of sense of taste or smell, or other symptoms of covid-19 during the camp session, this person will be isolated immediately and a covid-19 test will be arranged. The person will remain in isolation until test results are returned.

- If the covid-19 test is positive, the person must be picked up from camp by their caregiver within 24 hours. The camp will notify the PHO and follow all directions.
- If the covid-19 test is negative and symptoms resolve, the individual can return to camp programming.

- A sick child waiting to be tested or picked up should be kept isolated from others. The staff member waiting with them should keep as far away as possible, at least 2 metres. Both the camper and the staff member must wear masks.

Anyone who is rapidly becoming more ill or who seems to be in distress should be seen by medical personnel as soon as possible, with 911 called if necessary.

If anyone who has entered the camp facility is diagnosed with covid-19, the camp will report to and consult the local public health authority for advice. Any cluster of illness among staff or campers will be reported to the local public health authority.

## **8. Personal Health Practices**

### **8.1 Hand hygiene**

Hands must be washed upon arrival at camp, before and after eating, whenever hands are visibly soiled, and before leaving camp.

Campers will have easy access to sinks for handwashing.

Hands must be washed with soap and water for at least 20 seconds. Alcohol-based hand sanitizers may be used if sinks are not available.

Regular times for handwashing will be built into the camp schedule.

The camp will be kept well stocked with handwashing supplies including soap, paper towels, garbage bins, and hand sanitizer with a minimum of 60% alcohol.

Staff will remind campers to wash their hands and how to wash their hand well, and will themselves practice good hand hygiene.

### **8.2 Respiratory etiquette**

Coughs and sneezes should be directed into the elbow.

Staff and campers should throw away used tissues and wash hands immediately.

Staff and campers will be reminded to avoid touching their face.

## **9. Personal Protective Equipment (PPE)**

### **9.1 Non-medical masks and face coverings (masks)**

Staff must wear masks when indoors unless:

- They are in their own cabin area
- They are eating or drinking
- There is a barrier in place

Campers must wear masks indoors unless:

- They are in their own cabin area
- They are eating or drinking

Staff will be trained on how to don and doff masks properly.

Masks are not needed when urgent actions are required to support child safety.

## **9.2 Gloves**

Gloves will be worn while cleaning and disinfecting, and discarded after use. Hands must be washed before and after wearing gloves.

Staff will be trained on how to don and doff gloves.

## **9.3 Face shields**

Face shields are not required at camp and should not be worn in lieu of a mask. A person who chooses to wear a face shield must also wear a mask.

## **9.4 Emergency first aid PPE**

Camp Douglas will have the following PPE available for staff use in the event of a first aid emergency that could be considered high-risk (eg. chest compressions, abdominal thrusts, back blows).

- N95 mask (non-valve) or surgical mask (3 layered)
- Face shield or personal protective goggles
- Long-sleeved water-resistant gown
- Bag-valve-mask with viral filter (eg. HEPA), with the filter in its original packaging
- Pocket mask with a viral filter