

Fall Programming 2020

Policies and Procedures

Made in accordance with York Region's [COVID-19: Summer Day Camp Self Auditing Checklist](#) and Ministry of Health's [COVID-19 Guidance: Summer Day Camps Version 3 – August 13, 2020](#)

1.0 - Screening

1.1 A daily online screening form is to be completed prior to arrival of all camp participants. Upon arrival at camp, verification of the completed form is required before entry.

1.2 Screening is to be done prior to entering the parking lot. Any symptomatic individuals or those who have come in close contact with someone symptomatic, will not be permitted entry for the day. Parents are not permitted to leave until screening is completed.

1.3 Symptomatic individuals will be instructed to contact York Region Public Health for guidance. Testing and symptom resolution is required for readmittance to the program (as per MoH document sect.22).

1.4 A screening station shall be set up at the entrance to the parking lot outside the drop-off area. In case of inclement weather, screening may be moved closer to the lodge.

1.5 Screening is always to be done at a distance of 2m.

1.6 A screening checklist/conditions for entry will be posted at the entrance to the drop off area, whether that be the white tents or lodge

1.7 Hand sanitizer, disinfectant, masks, and other PPE to be available at the screening station.

1.8 Hand sanitizer is to be kept either by staff, at a height not easily reached by young children, or at a monitored location.

1.9 All sanitizer will have a minimum 60% alcohol (EcoLab Gel = 70%)

1.10 As per the August 3rd update to the MoH document, staff/participant temperature checks have been removed from the guidance.

1.11 Information on the symptoms of COVID-19 is to be provided as part of the screening form, as well as posted at the entrance to the drop-off area.

1.12 Children and staff are monitored throughout the day to watch for symptom development.

1.13 Any individual who develops symptoms throughout the day is to be immediately isolated from the group. Both participants and staff will wear PPE, and will go to the designated space outside the office (or inside the office garage in case of inclement weather) to await pick-up.

2.0 - Screening

2.1 Daily records and screening forms are to be maintained online via Microsoft Forms, for anyone visiting the site longer than 15 minutes.

2.2 The record shall include name/participant name, contact info, time in/out, and screening results.

2.3 Records are to be consistently monitored for any trends to be reported to York Region Public Health.

3.0 - Cleaning and Disinfection

3.1 Environmental cleaning and disinfection policy: See Cleaning Procedures 2020 (available upon request).

3.2 A log is to be posted and maintained to track the cleaning of the following: bathrooms, white tent/lodge area, and each activity.

3.3 All high touch areas are to be cleaned both before and after use by each group.

3.4-3.5 A list of prepared disinfectants, required contact time, and their corresponding DIN/NPN will be available in the lodge maintenance closet

3.6-3.7 PPE, cleaning supplies, and disinfectants are to be kept in the lodge closet for staff access. All staff are to be trained on proper cleaning procedures.

4.0 - Hand Hygiene and Respiratory Etiquette

4.1/4.4 Frequent handwashing is available/encouraged for both staff and participants. Hand hygiene shall take place prior to using any new equipment, before and after eating, and before and after using the bathrooms or entering the lodge.

4.2/4.3/4.6 Signage for proper hand washing, how to use hand sanitizer, and proper respiratory etiquette will be posted in bathrooms and common areas.

5.0 - Physical Distancing

5.1 Physical distancing will be maintained at all times between groups, and encouraged within each group. Staff themselves are not to be considered part of the group, and will maintain a distance of 2m from each group or wear a mask as required.

6.0 - Programming and Cohorting

6.1 Each group shall maintain a cohort of no more than 15 participants (as per the MoH document, sec.3). A participant may not be part of more than 1 cohort within a 7 day period.

Face masks are required in the event of close contact with someone outside the cohort (ie. staff).

Equipment used by a cohort shall be disinfected or isolated for the recommended time period before use by another cohort.

No cohort may share an indoor space with another cohort. Bathroom breaks are to be staggered accordingly. In the case of inclement weather and multiple groups, each group shall be isolated to their own area of the lodge.

7.0 - Meals, Snacks and Drink

7.1/7.5-7.8 No food is to be offered by camp, all snacks/lunches must be brought from home.

7.2 Hand washing is required before and after lunch and snack periods.

7.3-7.4 Campers must bring their own labelled water bottle, to be refilled at their group's water jug.

7.9 Campers are not permitted to share food.

7.10 Campers within a cohort are encouraged to maintain physical distancing while eating.

8.0 - Personal Protective Equipment

8.1 A supply of PPE is to be available in the lodge closet at all times, with extra/overstock kept at the office.

8.2 A sign on the proper use of PPE is to be posted in the lodge closet.

9.0 - Sleeping Activity

9.1-9.2 No sleeping activity will be provided.

10.0 - Laundry

10.1 Soiled items are to be sealed in a bag and sent home. No participant laundry to be done on site.

10.2 No upholstery, N/A

11.0 - Toys and Equipment

11.1 All toys/equipment used by a group shall be made of easily disinfected material or be isolated for a minimum of 5 days after use.

11.2 Whenever possible, shared equipment shall be minimized (i.e. at arts and crafts, each participant shall receive their own paint brush/palette, vs sharing paint with the table.

11.3 All equipment/materials shall be disinfected or isolated between cohorts' use. Frequently touched things shall be sanitized minimum twice daily.

12.0 Communicating with Staff/Parents/Guardians/Visitors

12.1 COVID-19 info, entrance requirements etc. shall be posted at the drop off area for parents and visitors

12.2 In the event of a camper developing symptoms, the office shall be contacted by walkie to call the parents and arrange for immediate pick up from the office.

12.3 Emergency contacts are listed in camper registration. At the beginning of each day, part of screening includes the best phone number to reach the parent/guardian on that day.

12.4 Staff will monitor that all policies and procedures are adhered to by parents/visitors/participants/other staff. Failure to comply can result in being asked to leave the program

13.0 - Management of Camper with Suspected COVID-19

13.1 Symptomatic individuals are to be immediately isolated from the group and escorted to the office.

13.2-13.3 The symptomatic individual must wear a mask (if tolerated) The staff member escorting the camper should maintain a distance of 2m if possible, and wear proper PPE (mask and eye protection) if not.

13.4 Isolation while waiting for pick-up shall take place at the office, either at the designated picnic table or inside the garage. A kit with hand sanitizer, facial tissue and additional PPE shall be located within the garage. Participants and staff will be reminded to practice proper handwashing and respiratory etiquette.

13.5 If the weather requires indoor isolation, garage door shall remain open to increase airflow

13.6-13.7 After contacting the parent/guardian to arrange for immediate pick up, York Region Public Health must be contacted to report a potential case and ask for guidance.

13.8 Once the participant has been picked up, the area that they were isolated in shall be thoroughly sanitized.

13.9 Other participants/staff who were with the symptomatic individual shall remain together. They will be advised to monitor symptoms at home. Public Health will provide more guidance on testing and isolation of these close contacts.

13.10 In the event of a confirmed COVID-19 case, the cohort shall be excluded from the setting for 14 days.

14.0 - Testing

14.1 Symptomatic individuals shall be referred for testing. A negative test shall result in exclusion from the program for 24 hours after symptom resolution. A positive test shall result in exclusion from the program for 14 days and requires clearance from York Region Public Health for readmittance.

14.2 Asymptomatic individuals shall only require testing at the direction of York Region Public Health.

14.3 A single confirmed case of COVID-19 is considered an outbreak, and shall be reported to York Region Public Health.

14.4 Staff and participants who have been in contact with a suspected COVID-19 case should be monitored for symptoms remain cohorted until laboratory tests, if any, have been completed or until directed by York Region Public Health.

14.5 Any individual awaiting test results shall be excluded from the program.

15.0 - Occupational Health and Safety

15.1 All staff are to become familiar with this document, Cleaning Procedures 2020, and any other posted information related to staff safety and infection prevention and control.

15.2 A log shall be kept to confirm staff are trained and familiar with the above documents.

15.3 In the event of a confirmed case of COVID-19, the staff shall be excluded from the program for 14 days as well. They will be directed to consult with York Region Public Health.