

COVID-19 safety plan

Company details

Business name: Camp Menesetung

Date completed: June 8, 2021

Date distributed:

Revision date:

Developed by:

Clayton Peters - Executive Director

Colleen Lowrie - Summer Camp Director

Others consulted:

Huron Perth Public Health

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Staff will be expected to watch the COVID-19 prevention at Overnight Camp videos developed by the Ministry of Health in advance of staff training.
- Staff will receive a copy of our COVID-19 safety plan, and the safety-plan snapshot will be posted conspicuously.
- **Pre-Summer Training:** Staff will receive 9 full days of in-person training in advance of commencing work, including COVID-19 safety specific training sessions, and integrating COVID-19 prevention protocols throughout every training session. Training will consist of a mix of theory, scenarios, and application.
- **During the Summer:** Every Sunday before campers arrive, we will review COVID-19 prevention protocols with particular emphasis on new information or areas of concern. Every Friday after campers depart, a staff meeting will be held to debrief how implementing the COVID-19 measures went to facilitate strategy sharing.
- **Signage:** Clear and accessible signage with COVID-19 prevention guidance will be posted around the property.
- **Updates:** Our Summer Camp Director will monitor Public Health Updates, and advice from the Ontario Camp Association and work with our Health Care Provider to implement any current or updated guidance.

2. How will you screen for COVID-19?

Actions:

- **Pre-Session Symptom Tracking:** Those who will be entering into cohorts (overnight campers, day campers, and staff) at camp will be expected to limit their contacts and monitor symptoms for 14 days prior to arrival using a form template provided by the camp.
- **PCR Testing:**
 - Overnight campers will be required to provide proof of a negative PCR COVID-19 test from 72 hours prior to arrival at camp.
 - Staff will be required to provide proof of a negative PCR COVID-19 test from 72 hours prior to arrival at camp when entering a non-consecutive session (i.e. prior to first week of camp, and if returning from a week off).
- **Antigen Rapid Testing:**
 - Overnight campers will be required to undergo an Antigen Test upon arrival to camp and receive a negative result to be admitted. Those who receive a positive or inconclusive result will be sent for a PCR COVID-19 test and the health unit will be informed. Testing will be overseen by our Health Care Provider.
 - Staff will complete an Antigen test upon arrival to camp as well as mid-week under the supervision of our Health Care Provider.
- **Screening for those arriving at camp:** Any person who will be entering the site (day camper, overnight camper, staff member, essential visitor) will be required to complete the appropriate Government of Ontario COVID 19 online screening questionnaire at home and answer verbal screening questions upon arrival based on the provincial list of COVID-19 symptoms found in the government screening tool. Those who do not pass the screening will not be permitted on-site and should follow the prompts given by the screening tool.
- **Daily screening at camp:** Everyday, every cabin counsellor will conduct verbal screening with each of their campers and record the results on a paper cabin-list. Every staff member will answer a self-screening questionnaire and record that they have done so. Those who present with symptoms of COVID-19 during daily screening will follow the protocol outlined in section 4 below. Screening questionnaires will be submitted to the healthcare provider for record keeping.

- **Constant monitoring at camp:** Every camper will be under the constant supervision of a staff member who has been trained to recognize symptoms of COVID-19 and can refer campers to our Health Care Provider if suspicious of a symptom.

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Actions:

- **Engineering Controls:**
 - **Adapting for Outdoors:** In order to move our typically indoors activities (like eating and playing) outdoors we have purchased new picnic tables, and a collection of rain shelters. Campers will spend almost all of their time outdoors. Additionally, we have moved our staff lounge to a more ventilated building.
 - **Limit use of shared objects.**
 - **Increased Indoor Ventilation:** For our cabins we are installing screen-doors to increase ventilation.
- **Administrative Controls:**
 - **Capacity:** Capacity has been reduced by 30% to enable greater ability to distance people, and control the actions of smaller groups.
 - **Cohorting:** Campers and staff will be divided into cohorts of fewer than 10 including the cabin counsellor and 1:1 support staff member, who will travel around together and avoid mixing with other cohorts or individuals.
 - **Distancing:** Everyone on-site is expected to maintain a 2 meter distance from others unless any of these conditions are met:
 - Staff are masked (medical or non-medical) when with masked overnight campers or staff members from a different cohort.
 - Staff are masked (medical) and wearing eye protection when within 2 meters of a day camper or any individual who is unmasked.
 - Overnight campers or staff are exclusively with members of their cohort.
 - Overnight campers are outside and wearing masks when with individuals from a different cohort.

- Day campers are outside and wearing masks when with individuals of the same cohort.
- **Scheduling:**
 - Camper arrival and departure is scheduled to facilitate staggered entry with built in time for rapid testing for overnight campers.
 - Throughout the day, cohorts are scheduled in a way to avoid mixing at program areas, mealtimes, or transition times.
- **Mealtimes:**
 - Mealtimes for overnight campers will be staggered
 - Overnight campers will eat meals in cohort groups outside under light shade/rain shelter distanced from other cohort groups. In the event of a significant mealtime weather event, meals will be eaten in a staggered fashion distanced indoors with windows open.
 - Day campers will eat meals in cohort groups outside, keeping a 2 meter distance from each other, under a light shade/rain shelter. In the event of a significant mealtime weather event, meals will be eaten in a staggered fashion distanced indoors with windows open.
 - Staff will either eat in a cohort, or at a 2 meter distance.
 - Food will be served to members of 1 cohort at a time in a facilitated buffet style.
- **PPE:**
 - **Masks:**
 - All overnight campers will be expected to wear a mask (medical or non-medical) at all times except when instructed by a leader that masks are safe to remove, including:
 - When distanced from those not in your cohort by more than 2 meters outdoors, or
 - When exclusively with your cabin (cohort)

- All day campers will be expected to wear a mask (medical or non-medical) at all times except when instructed by a leader that masks are safe to remove, including:
 - When distanced from everyone by more than 2 meters outdoors
- All visitors will be expected to wear a mask (medical or non-medical) at all times except when the following conditions are met:
 - When distanced from everyone by more than 2 meters outdoors
- All staff will be expected to wear a mask (medical or non-medical for overnight staff and support staff, medical for day camp staff and 1:1 support counsellors) at all times except when the following conditions are met:
 - When distanced from those not in your cohort by more than 2 meters outdoors, or
 - When exclusively with your overnight camper or staff cohort.
- **Eye protection (safety glasses, goggles, or face shield):**
 - Worn by staff during arrival screening.
 - Worn by day camp staff when within 2 meters of a camper.
 - Worn by overnight staff when within 2 meters of an unmasked camper from outside of cohort.
- **Gloves and Gown:**
 - Worn by Health Care Provider when working with someone who has symptoms of COVID-19
 - Worn as-needed by 1:1 support counsellors when assisting campers with tasks such as toileting or eating.
- **Hand Hygiene:**
 - Lesson: Counsellors teach campers proper handwashing technique, not touching face, sneezing into elbows etc. before the first meal of their week.

- Handwashing will be built into our routine before & after meals, after toileting, and between each session.
- Hand sanitizer will be available throughout the site: On the person of every cabin counsellor, and available at the door of every building. Cabin Counsellors will check and restock sanitizer as needed every morning during 'Duties time' from a store in the Maintenance Building.
- All shared objects with difficult to sanitise surfaces (i.e. lifejackets, climbing harnesses, canoe paddles etc.) need to have all people practice hand hygiene before and after use.
- **Campwide COVID-19 Rules:**
 - Wear a mask unless told that it is safe to remove it when 2 meter distanced and outdoors, or when exclusively with cabin group.
 - Keep your distance unless told that it is safe to be close with a mask outdoors, or when exclusively with cabin group.
 - No touching.
 - Do not use other people's things, or go in their bunks.
 - Wash your hands: before/after meals, before/after programs as directed, if you sneeze into hands, and after toileting.
 - No drinking from the water fountain - campers must have their own, labelled water bottle or cup that they use for all beverages.
 - Don't go into cabins that aren't your own.
 - No singing or shouting indoors.
 - Conversations about symptoms are private, if you are concerned about someone else presenting symptoms talk to your counsellor or the healthcare provider about it.
- **Surface Sanitation:**
 - All high-touch surfaces will be sanitized a minimum of twice per day. Checklists will be accomplished by a staff member assigned daily.
 - All shared objects with easy to sanitise surfaces (i.e. balls, equipment) should be sanitised before use by a different cohort by the program leader.
 - Laundry should be run on high-heat.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- **If a camper presents symptoms of COVID-19:**
 - Camper is escorted by a staff member to our isolation space (open air tent with privacy screens located next to our health centre), and upgrades their mask to a medical mask.
 - Health Care Provider is informed, dons COVID-19 assessment PPE, determines whether symptoms are related to a pre-existing condition (expressed in the camper's health form), and completes the Ontario Government COVID-19 School Screening Tool together with the camper, following the directions given by the tool.
 - If the camper requires a COVID-19 test, the guardians will be contacted to pick-up and take the camper to the testing centre.
- **Close contacts (Cabin group) of overnight Camper with Symptoms:**
 - While camper is awaiting test results, the cabin will increase safety protocols such as ensuring a 2 meter distance from people outside of cohort, including while wearing masks, and limiting participation in larger group activities.
 - While camper is awaiting test results, our Health Care Provider will review health information of other campers in the cabin to alert families of campers who would be considered high risk.
- **If a staff member presents symptoms of COVID-19:**
 - Staff member upgrades to medical mask, informs Health Care Provider, and Summer Camp Director (via walkie talkie) and goes to our isolation space (open air tent with privacy screens located next to our health centre).
 - Health Care Provider dons COVID-19 assessment PPE, determines whether symptoms are related to a pre-existing condition (expressed in the camper's health form), and completes the Ontario Government COVID-19 Employee Screening Tool together with the staff member, following the directions given by the tool.
 - Summer Camp Director covers the symptomatic staff member's position with an available asymptomatic staff member to interact with campers as a non-cohorted individual.

- If the staff member requires a COVID-19 test, they will be sent home for a COVID-19 test if possible (preferred), or transported to a COVID-19 test and provided a cabin to fully isolate in while awaiting results if going home is impractical.
- **Close contacts of staff member with symptoms of COVID-19:**
 - Follow the same direction as close contacts of a suspected camper.
- **If individual tests positive for COVID-19:**
 - Alert the health unit and follow instructions, including:
 - Individual remains at home (or fully isolated at camp) until 2 weeks symptom free, or until cleared by public health.
 - All close contacts of the camper and alerting families for pick-up to have them tested.
- **If the camper tests negative for COVID-19:**
 - Follow instructions of the health unit, including:
 - Close contacts of camper may return to normal at camp with high attention to symptom monitoring
 - Individual remains at home (or fully isolated at camp) until they no longer have a fever, and symptoms have been improving for at least 24 hours.
 - Individual may return to camp upon the advice of public health.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- We will establish regular check-ins with workers about how they're coping with drastic changes to camp operations.
- To cope with increased responsibility, additional break-time for staff will be built into the weekly schedule.
- Have decreased program enrollment to mitigate any program change challenges/risks, and have further improve our staff:camper ratios.

6. How will you make sure your plan is working?

Actions:

- By running procedures during training to look for areas of improvement
- Every Friday after campers depart, a staff meeting will be held to debrief how implementing the COVID-19 measures went to facilitate strategy sharing.
- A review of COVID-19 protocols will be conducted on a weekly basis between the Summer Camp Director and Executive Director
- An anonymous suggestion box will be available, reviewed by the Summer Camp Director on a weekly basis.

COVID-19 safety plan – snapshot

Business name: Camp Menesetung

Date completed: June 8, 2021

Revision date:

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Training, signage, weekly updates/debriefing.

How we're screening for COVID-19

- Pre-camp symptom tracking
- PCR AND Rapid Antigen Testing for all Staff/Overnight Campers on arrival
- Daily symptom screening for all

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Reduced capacity, cohorting, outdoors, staggering large group activities, clear PPE rules, adapted programming, limited sharing of materials.

Cleaning

- Increased hand-washing scheduled, increased sanitation, high touch checklists completed a minimum of twice per day.

Camp-Wide COVID-19 Prevention Rules:

- Wear a mask unless told that it is safe to remove it when 2 meters distanced AND outdoors, or when exclusively with your cabin group.
- Keep your distance unless told that it is safe to be close with a mask outdoors, or when exclusively with your cabin group.
- No touching.
- Do not use other people's things, or go in their bunks.

- Wash your hands: before/after meals, before/after programs as directed, if you sneeze into hands, and after toileting.
- No drinking from the water fountain - campers must have their own, labelled water bottle or cup that they use for all beverages.
- Don't go into cabins that aren't your own.
- Singing and Shouting outdoors and masked only.
- Conversations about symptoms are private, if you are concerned about someone else presenting symptoms talk to your counsellor or the healthcare provider

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Individual reports to our health care provider for assessment, if confirmed suspected exposure, individual will be sent home for PCR-COVID-19 testing.
- Close contacts of suspected individual enter 'safety-mode' with enhanced public health measures while awaiting test results.
- Follow public health guidance.

How we're managing any new risks caused by the changes made to the way we operate our business

- Limiting capacity, regular check-ins with staff, and working to increase amount of break-time for staff members.

How we're making sure our plan is working

- Weekly debriefing as a staff team and between the Summer Camp Director & Executive Director.