



Can-Aqua COVID-19 Operation Policies and Procedures Safety Plan

Prepared for the Day Camp Program, Staff and Campers

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**This document has been drafted based on the current provincial guidelines pertaining to Ontario's reopening plan during Covid-19. This document outlines our policies and plan for operating in the summer of 2020 and should be used in addition to the Camp's Safety Plan.*

Day Camp at Can-Aqua

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1. Introduction

This manual will outline the policies and procedures put into place by Camp Can-Aqua in response to the COVID-19 pandemic. These measures are designed to facilitate the day-to-day running of modified programs on-site, and ensure the safety of all guests and employees. This manual will be provided to all employees and guests.

i. Recommendations put forward by:

- Chief Medical Officer of Health
- Health Canada ([source](#))
- Public Health Ontario ([source](#))
- Ministry of Labour, Training and Skills Development ([source](#))
- Ministry of Heritage, Sport, Tourism and Culture Industries ([source](#))
- World Health Organization ([source](#))
- Centers for Disease Control and Prevention (CDC) ([source](#))
- Ministry of Health COVID Directives: ([source](#))

ii. Definitions

Use of the following frequent terms will be defined here:

- **Physical Distancing:** Requirement that all people on site including employees, parents/guardians, guests and any other visitors must comply with maintaining a distance of 2 meters apart at all times unless otherwise instructed.
- **Personal Protective Equipment (PPE):** Protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection.
- **Employee:** any individual employed by Camp Can-Aqua for any purpose, including but not limited to: programming, food preparation, maintenance, first aid, or guest supervision.
- **Facilitator:** An employee specifically working for the Can-Aqua Day Camp who will be in responsible for leading the cohorts of day campers
- **Guest:** any client involved in the programming occurring at any of the open sites.
- **Cohort:** A group including no more than 10 campers and/or employees that will perform all activities together and have all meals together.
- **Self-Isolation:** Stay at home and avoid situations where you may come in contact with others.
- **Close contact exposure:** A situation in which a person on the grounds has not been physically distancing with another person who has the virus and therefore has likely infected the other person via transmission of droplets containing the virus.

2. COVID-19

Coronaviruses are a large family of viruses. Some cause illness in people and others cause illness in animals.

i. About Coronaviruses ([source](#))

Coronaviruses are common and are typically associated with mild illnesses, similar to the common cold.

Human coronaviruses cause infections of the nose, throat and lungs. They are most commonly spread from an infected person through:

- respiratory droplets generated when you cough or sneeze
- close, prolonged personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands

ii. Signs and symptoms

- Fever
- Cough
- Difficulty breathing
- Runny nose
- Muscle Aches
- Fatigue
- Sore throat
- Pressure or discomfort in chest
- Loss of taste or smell

iii. Respiratory etiquette when coughing or sneezing:

- turn head away from others
- cover the nose and mouth with tissue
- if you do not have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands
- discard tissues immediately after use into waste and perform hand hygiene immediately after disposal of tissues

iv. Hand Hygiene: [source](#)

Effective hand hygiene kills or removes transient bacteria on the skin and maintains good hand health. There are two methods of killing/removing microorganisms on hands.

1. Hand washing with soap and running water: the mechanical action of washing, rinsing and drying hands is the most important contributor to the removal of transient bacteria that may be present.
2. Hand sanitizing with a minimum of 60% ethanol or 70% isopropyl alcohol-based hand rub (ABHR): this method of hand hygiene is more effective when hands are not visibly soiled.

Proper Hand Washing:

1. Wet your hands with clean, running water. Turn off the tap and apply soap.
2. Lather your hands by rubbing them together with the soap. Ensure to lather the backs of the hands, between the fingers, and under the nails.
3. Scrub your hands for at least 20 seconds.

4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or disposable paper towel.

3. Health, Safety and First Aid

i. Physical distancing:

Physical distancing measures will continuously be in place. Both employees and day campers are expected to adhere to the following guidelines:

- At least 2 metres between day campers, parents/guardians, and employees
- Adherence to physical distancing during meals (refer to *Kitchen and Meals* for meal time practices)
- 1 person per living space
- Use of assigned washrooms and showers according to day campers and employees cohorts
- Minimal sharing of equipment
 - Each cohort will be given designated equipment for each activity

ii. First Aid [\(source\)](#)

If first aid is required, two designated trained first aiders will respond to the incident. Proper personal protective equipment and sanitation practices must be put in practice including:

- Masks - N95 or surgical/procedure mask → use of N95 for respiratory emergencies
- Gloves
- Eye protection (i.e. goggles/face shield)
- Use of long sleeve cuffed gowns for any respiratory emergency or when dealing with any of the signs or symptoms of COVID-19
- Two designated responders prepared to respond to incidents at all times any of the symptoms of covid

iii. Screening

Prior to and during the program, all day campers and employees will have mandatory screening. Two weeks prior, there should be no international or national travel (crossing provincial/territorial OR international borders). One week prior there will be an online survey to assess the physical health of any client wishing to partake in the day camp program. During the program day camp participants must:

- Have their temperatures taken prior to beginning the day of programming if any camper in the cohort has a temperature above 100.4°F additional screening will be initiated
- It will be encouraged that while attending day camp, the day camper is only living with their primary household and is adhering to social distancing.

iv. Log books

As a part of the screening process, daily logs will be maintained for each participant where they will self-report their physical wellbeing. Anyone who is on the site for more than 15 minutes will have a record detailing their personal information, time of arrival/departure and screening completion. Questions that will be recorded include experiencing of:

- Cough or shortness of breath
- Diarrhea

- Fatigue
- Headache
- Muscle aches
- Nausea and/or vomiting
- Loss of taste or smell
- Sore throat

v. Suspected COVID-19 Outbreak

In accordance with the day camp guidelines provided by Ontario Ministry of Health, sites must consider a single, symptomatic, laboratory confirmed case of COVID-19 in a staff member or a day camper as a confirmed COVID-19 outbreak in consultation with the local public health unit. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided. Camp Can Aqua has also created an outbreak protocol, for more information refer to that document.

- Symptomatic day campers or employees will be immediately separated from others in a supervised area and will be provided with a surgical mask. Anyone who is providing care to the guest or employee should maintain a distance of 2 metres
- Contact the local public health unit to notify them of a potential case and seek advice regarding the information that should be shared with other parents/guardians of day camper
- While contacting the public health unit, the employee will don PPE including a gown, N95 face mask, face shield and gloves
- Other campers and employees who were present while a camper or employee became ill should be identified as close contact and grouped together until they can be picked up by parents/guardians to self-isolate at home

4. Personal Hygiene

i. Handwashing

To see hand washing procedure, visit the *About COVID-19* section

- Wash hands with soap and water for a minimum of 20 seconds.
- If hand-washing is not available, hand sanitizer will be provided with a minimum of 60% ethanol or 70% isopropyl alcohol
- Wash hands after blowing your nose, coughing, sneezing, or visiting the restroom

ii. Use of toilets

- Outhouses will be appointed to each cohort as their designated toilet facilities and will be used during the day camper's entire stay and duration of the program
- Equipment necessary for hygiene measures at washrooms (i.e. soap, clean running water, hand sanitizer, paper towel, tissues, and toilet paper) will be continually available to day campers

iii. Signage

Visual cues such as signs, posters, and floor markings will be posted around the site to encourage and aid physical distancing.

iv. Masks ([source](#))

Non-medical masks or face coverings should be worn in areas where physical distancing requirements cannot be met.

5. Cleaning

i. Recommendations

- Wash cloths/mops between each use
- Wash/clean buckets between each use
- Avoid dusting/sweeping to avoid airborne droplets containing the virus
- Remove all visible debris using soap and water then clean surfaces with disinfecting agents
- Follow the instructions on disinfectant labels (solution concentrations, contact time, etc.)
- Increase air circulation
- Use garbage /recycling containers without lids or pedals to prevent hands from touching containers

ii. Training [source](#)

- All employees will participate in WHMIS education and training programs, and take the necessary steps to protect themselves, their co-workers and day campers

iii. Equipment

- Ensure all equipment is made of material that can be cleaned and disinfected, or are single use and as disposed of at the end of the day
- Minimizing the sharing and frequency of touching of objects, equipment, and surfaces, and other personal items
- Increasing the frequency (minimum twice a day) of cleaning and disinfecting objects, equipment, and frequently touched items
- Clean before and after use
- Follow surface cleaning guidelines
- Ensure to regularly clean steering wheels & doors in vehicles

iv. Sanitation and Disinfection ([source](#))

All employees will be involved in cleaning and disinfecting their areas. Cleaners will be used when removing dirt, oil and organic material from a surface separate from disinfection. Disinfectants have chemicals that kill most germs and have a drug identification number (DIN). Use of disinfectants will be following a surface being cleaned and disinfectants will only be used if they have a DIN.

6. Pick up and Drop off

- At maximum capacity, there will be 3 cohorts of 8 day campers and 2 staff. Drop off will be staggered and each cohort will have a different drop of time. Following the cohort being dropped off, the group will go to one of the three designated areas to allow for the next cohorts drop off.

- Drop off will operate as a *Kiss & Ride* style - the parents/guardians will drive to the drop of point turn around and exit without stepping out of their vehicle
- Prior to pick up, each parent will park their car and the day campers will walk to each car while maintaining physical distancing

7. Guidelines for Employees

i. Sleeping arrangements

- Employees of the day camp program will sleep in accommodations of no more than 2 people in order to ensure physical distancing is possible
- Employees are responsible to clean and sanitize their accommodations daily
- Employees responsible for day camp programming will be housed separately from other employees to avoid cross-contamination

ii. Eating arrangements

- Take Out meals will be provided for all day camp staff and will be dropped off by designated team members at their day camp cohorts designated lunch location.

iii. Best practices for work

- Employees will wear clean clothes or work uniforms, and will wear appropriate clean footwear
- Employee temperatures will be logged daily.
- Employees will endeavor to ensure physical distancing of at least 2 metres at all times
- Employees will report any COVID-19 symptoms to their supervisors, and will immediately isolate themselves from any common areas of the site. Following the direction of our on-call nurse practitioner, the appropriate measures for them to be removed from site will be followed

7. Guidelines for Lunch

Each cohort will have their own designated meal space outdoors, an indoor space will be available during inclement weather. Prior to and following each meal, cohorts will be required to wash their hands.

9. Program Areas

All shared equipment will be properly cleaned and disinfected between each use.

Cohorts will not be in the same program areas at the same time, and program areas will be cleaned between each cohort's use.

i. Water Activities

Each water activity program area will be limited for use by 1 cohort at a time. Each area will be cleaned and disinfected between each use. Physical distancing will be followed at all times. All shared and used equipment (e.g. boats) will be cleaned and disinfected between each use. Paddles and life jackets will be assigned at the beginning of the program when guests arrive and will belong to the individual throughout their entire stay.

Program areas that will open:

- Canoe (2 Individuals per boat)
- Kayak
- Boardsurf (1 individual per board)
- Ski (Wakeboard & Kneeboard included) - subject to guidelines
- Swim - subject to guidelines

Program areas that will not open:

- Snorkel
- Water polo
- All other equipment that cannot be used in a way that enables physical distancing.

ii. Land Activities

Each land activity program area will be limited for use by 1 cohort at a time. Each area will be cleaned and disinfected between each use. Physical distancing is encouraged in every indoor space, however employees and guests will wear face coverings during indoor activities when maintaining physical distancing is not feasible.

All shared and used equipment (e.g. Frizbees, bows, and footballs) will be cleaned and disinfected between each use.

Program areas that will open:

- Archery
- Sports (e.g. sphairee, soccer)
- Campcraft
- Nature
- Low ropes
 - Based on the advice of *AdventureWorks* (the suppliers of our course) the activity is deemed a low risk activity
 - Low ropes will only open to elements that require no spotting and have adequate space in which the elements will be modified for less people
 - For more information visit [here](#)

Program areas that will not open:

- Cooking
- Climb

iii. Creative Arts

Each creative arts activity program area will be limited for use by 1 cohort at a time. Each area will be cleaned and disinfected between each use. Physical distancing is encouraged in every indoor space, however employees and guests will wear face coverings during indoor activities when maintaining physical distancing is not feasible.

All shared and used equipment (e.g. woodworking tools, paintbrushes, and instruments) will be cleaned and disinfected between each use.

Program areas that will open:

- Woodwork
- Arts & Crafts
- Drama

- Percussion music

10. Day Camp Cohorts

Each Day Camp Cohort will have no more than 10 individuals, including facilitators. Cohorts will have designated areas (including designated washrooms and eating areas) and common areas.

i. Guidelines

In accordance with the day camp guidelines provided by Ontario Ministry of Health, Camp Can-Aqua will ensure that:

- Programs will operate in consistent cohorts of no more than 10 individuals including both employees and guests who stay together throughout the duration of the program
- While close contact may be unavoidable between members of a cohort, physical distancing and general infection prevention and control practices should be encouraged
- Face coverings (i.e. non-medical masks) should be used if physical distancing cannot be maintained
- Cohorts cannot mix with other cohorts or be within the same room/space at the same time
- Programs that utilize a room/space that is shared by cohorts must ensure the room/space is cleaned and disinfected before and after using the space. A cleaning log will be used
- Each cohort should have designated equipment or clean and disinfect equipment between cohort uses
- In shared outdoor space, cohorts must maintain a distance of at least 2 metres between groups and any other individuals outside of the cohort

ii. Bathrooms and Sinks

- Each cohort will have designated washrooms and will not use the washrooms assigned to another cohort
- Each cohort will have a designated sink and will not use the sink assigned to another cohort.

iii. Eating

- Each cohort will have a designated eating space
- Physical distancing will be observed during mealtimes