



COVID-19 Operation Policies and Procedures Manual

**Prepared for Camp Can-Aqua
Employees**

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DRAFT FOR REVIEW

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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 was created using the *COVID-19 Guidance: Overnight Camps and Outdoor Education Centres*. This manual will be provided to all employees.

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](#))
- Province of Ontario Emergency Orders: ([source](#))

ii. Definitions

Use of the following frequent terms will be defined here:

- **Physical Distancing:** Requirement that all individuals not in a cohort on site including employees, parents/guardians, guests and any other visitors must comply with staying a distance of 2 metres 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 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 Can-Aqua who will be responsible for leading cohorts.
- **Camper:** any client involved in the programming occurring at any of the open sites.
- **Cohort:** A group including no more than 25-45 campers of similar age and program focus that will share living spaces, activity spaces, and eating spaces.
- **Self-Isolation:** The act of isolating or separating oneself from others in or outside your household or cohort.
- **Close contact exposure:** Someone who has been within 2 metres of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period while wearing a non-medical mask. ([source](#))

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

- Respiratory transmission through droplets generated when you speak, cough, or sneeze.
- Close, prolonged personal contact, such as touching or shaking hands.
- Contact transmission, meaning touching something with the virus on it, then touching your mouth, nose or eyes before washing your hands.

ii. Signs and symptoms [\(source\)](#)

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

iii. Respiratory etiquette when coughing or sneezing:

- Turn your head away from others.
- Cover the nose and mouth with a 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 between cohorts will continuously be in place. Both employees and guests are expected to adhere to the following guidelines:

- At least 2 metres between guests, parents/guardians, and employees outside of their cohort.
- Adherence to physical distancing between cohorts during meals (refer to *Kitchen and Meals* for meal time practices).
- Use of assigned washrooms and showers according to camper and staff cohorts.
- Individuals from different cohorts will not sleep in the same cabin, tent, or other building.

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

If first aid is required, designated 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 mask for test fitted individuals when treating any respiratory emergencies, fever or severe symptoms associated with COVID-19
- 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.
- If physical distancing is not possible such as when transporting an unmasked camper or staff to a medical clinic, the driver will wear a medical mask and eye protection (e.g., goggles, face shield)

iii. Screening [\(source\)](#)

Prior to and during the program, all campers and employees will have mandatory screening. See *Pre-arrival Procedures* for more information on expectations prior to guests and employees arrival.

General guidelines for daily screening include:

- A designated counselor from each cohort will screen individuals in their cohort daily in the morning

- Infrared/contactless temperature checking will occur each morning.
 - Thermometers must not be used between cohorts/guests without being properly disinfected between use.
- Reporting any guests or employees who have a temperature of 38° C (100.4°F) or above.

iv. Log books

As a part of the screening process, daily logs will be maintained for each cohort which will record temperature and self reported physical wellbeing using the [COVID-19 School and Child Care Screening](#) questionnaire. Anyone entering the camp will be immediately screened at the main office and required to wear a mask at all times on site. A guest log shall be kept in the main office detailing personal information, time of arrival/departure, screening questions and temperature.

v. Suspected COVID-19 Outbreak

In accordance with the guidelines provided by Ontario Ministry of Health, sites must consider two or more, symptomatic, laboratory confirmed cases of COVID-19 in staff members and/or campers with an epidemiological link, within a 14-day period, where at least one case could have been reasonably acquired their infection in the camp. Outbreaks should be declared in collaboration between the program and the local public health unit to ensure an outbreak number is provided.

- The symptomatic individual will be given appropriate PPE and kept isolated from both their cohort and the rest of campers/staff and will be sent to North Hastings Hospital for a Covid-19 PCR test with a senior staff member both with appropriate PPE.
- The symptomatic individuals' parents/guardians will be informed immediately before testing.
- The parents/guardians of any cohort member will be informed immediately of a possible high risk exposure.
- The individual will then return to be rehoused in a private isolated accommodation under the care of an onsite medical professional. They are not to leave until further notice.
- Any other symptomatic campers or employees will also be sent in for testing immediately and will return to isolated rooms.
- The cohort will then be divided up into individual cabins and will be moved to an isolated section of camp.
- Cohort and symptomatic individual will remain in isolation until test results are returned.
 - **Positive Test Result-** Public health will be contacted immediately.
 - The affected cohort, cabins, or any other possible close contacts will be sent to the Hastings Health Centre for a Covid-19 PCR test.
 - Camp Can Aqua will defer to the Haliburton, Kawartha, Pine Ridge District public health unit for all further action.
 - Parents/Guardians of covid positive patients and close contacts including cohort members will be instructed to pick up their child immediately and be advised to obtain a covid-19 PCR test and self isolate for 14 days.

- Camp dismissal shall be considered if outbreaks are recorded in two or more cohorts, insufficient camp operations due to lack of healthy staff, or by advice of the local medical officer of health.
- Any isolation location inhabited by confirmed covid positive patient or close contacts will be cleaned and disinfected thoroughly after departure.
- **Negative Test Result** - the individual and cohort can re-enter main camp areas and return to the original cabin(s) after 24 hours of being symptom free.
- The onsite medical professional may advise the child be sent home if symptoms improve.
- The health centre is equipped with the proper technology for the nurse practitioner to be contacted, assess the patient, and diagnose/provide next steps.

4. Personal Hygiene

i. Handwashing

To see the 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 with a minimum of 60% ethanol or 70% isopropyl alcohol will be provided.
- Wash hands after blowing your nose, coughing, sneezing, or visiting the restroom.

ii. Showering

Each cohort will have staggered times to shower. The shower house will be cleaned and sanitized between each use, and disinfected between each cohort.

iii. Use of toilets

- Each cohort will have designated flush toilets and outhouses identified and restricted as their designated toilet facilities. They will be used by the cohort throughout the duration of the program. Additionally, each cohort will be assigned outdoor handwash sinks for daily use.
- 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 campers.
- All toilet facilities will be disinfected twice a day by a staff member.

iv. Sanitation

Sanitizers and disinfectants will be placed in prominent places throughout the site as well as activity and cabin areas to ensure easy access for staff to disinfect frequently. Disinfectants will be clearly labeled.

- Camp Can-Aqua will utilize properly diluted SANNI RINSE (DIN #02247279) in order to maintain proper disinfection throughout the site.
- A camp wide sanitization of frequently touched areas will be completed daily by a designated staff member.

- Check expiration of the product before use; do not use the product if it has expired, and dispose of expired products safely.
- Correct products; ensure that the product is safe for the situation and surface it is to be used on.
- Usage of products; follow manufacturer guidelines for each product.

v. Signage

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

vi. Masks [\(source\)](#)

Non-medical masks or face coverings must be worn in indoor and outdoor areas where physical distancing between cohorts cannot be met. Masks must not be shared even after being washed.

vii. Laundry

- Each cabin will be provided with a laundry bag.
- Every Friday laundry will be collected.
- Wear disposable gloves, mask when handling laundry.
- Immediately change clothing after handling laundry.
- Clean hands immediately after gloves are removed.
- Do not shake laundry to minimize dispersing droplets through the air.
- Launder using the hottest water setting appropriate to the clothing item.
- Clean and disinfect laundry hampers; when possible, use a disposable bag to collect items.

5. Cleaning

i. Recommendations

- Wash cloths/mops between each use.
- Wash/clean buckets between each use.
- 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.
- Launder items using hot water - allow items to dry completely.

ii. Training [source](#)

- All employees will participate in WHMIS education and additional training programs, and take the necessary steps to protect themselves, their co-workers and guests
- All staff will be given a copy of this document and will be trained on all COVID-related protocols
- Staff will be given numerous training sessions regarding infection control, disinfecting and other areas during a staff only pre camp.

iii. Equipment

- Ensure all equipment is made of material that can be cleaned and disinfected, or single-use and disposed of at the end of the day.
- Minimizing the sharing and frequency of touching of objects, equipment, and surfaces, and other personal items.
- Staff members will disinfect equipment before and after use by their cohort using SANNI RINSE.
- Follow surface cleaning guidelines listed on products.
- Ensure to regularly clean steering wheels & doors in vehicles.
- All staff participating in cleaning will be provided with the appropriate training and Personal Protective Equipment (PPE)

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. Guidelines for Employees

i. Sleeping arrangements

- Employees will sleep in accommodations with their designated cohort and will refrain from entering other cabins.
- Employees are responsible to clean and sanitize their cohorts' accommodations daily.
- Out of cabin staff will be housed separately from other cohorted employees.

ii. Eating arrangements

- Counsellors will dine with the campers in their cohort unless they are out of cabin staff, who will be treated as their own cohort.

iii. Best practices for work

- Any employees in food services will shower or bathe regularly before work.
- Employees will wear clean clothes or work uniforms, and will wear appropriate clean footwear.
- Employees not in the same cohort will ensure physical distancing of at least 2 metres at all times.

iv. Time off

- Counsellors must physically distance themselves from counsellors of other cohorts and wear a mask when physically distancing is not possible from other cohorts. This applies to any time off throughout the session.
- Staff will take time off on site during July in order to keep public exposure minimal.

- When staff leave for time off off-site, they are encouraged to minimize their activity in order to mitigate the risk of bringing covid into camp.

V. Consequences

- Staff members found to be flouting infection control measures with children or other staff members are subject to dismissal.

7. Guidelines for Campers

i. Rules for living on-site

- Campers and staff are expected to practice personal hygiene and wash their hands frequently.
Hand washing will be mandatory:
 - Before and after meals.
 - After using the washroom.
 - Before and after the use of any shared equipment.
- Campers and staff are to comply with physical distancing requirements as set out by public health officials.
- Campers and staff are to agree to comply with the emergency orders set forth by the Province of Ontario.
- Campers and staff are required to wear masks or face coverings in areas where physical distancing between cohorts cannot be met or in indoor spaces.
- Campers and staff will all arrive on site during the designated arrival day. Following arrival day, there are to be no visitors or travel in and out of site except for the designated staff.

8. Pre-Arrival Procedures

i. COVID-19 testing

- Obtaining a COVID-19 PCR test 2-5 days prior to arriving at Camp Can-Aqua
- Covid-19 PCR tests can be obtained at a local participating pharmacy and are covered under OHIP.
- Appointments can be located and booked using the following links:
<https://covid-19.shoppersdrugmart.ca/en/testing/public-asymptomatic/on>
<https://covid-19.ontario.ca/assessment-centre-locations>
(check pharmacy as location type)

NOTE: please do not go to an assessment centre as these locations are meant for symptomatic patients. Asymptomatic patients are advised to go to participating pharmacies for a Covid-19 PCR test.

- Asymptomatic individuals with repeat Positive COVID-19 PCR tests due to suspected previous historic infection must contact and be cleared with the camper's/staff's local public health unit in order to arrive on site. If an individual has had a positive covid 19 PCR test in the past months we advise you to obtain your covid test 7 days before camp begins and contact your local public health unit at least 7 days prior to camp. ([More info](#))

- Following the COVID-19 PCR test, campers and employees must limit exposure (i.e., reduce the chances of becoming infected by limiting contact with individuals outside of their immediate household) after the test and prior to arriving on site.
- Parents/Guardians will need to present printed and completed COVID-19 school screening questionnaire as well as printed proof of a negative COVID-19 PCR test upon arrival at camp. - <https://covid-19.ontario.ca/school-screening/>

9. Arrival and Departure

Parent/guardian pick-up and drop-off procedures:

- Pick-up and drop-off will occur using staggered times for each cohort. Parents or guardians dropping off and picking up campers will not be permitted to enter the main camp or cabin areas and must remain in the parking lot.
- The Camper's printed screening questionnaire and negative Covid-19 PCR results must be presented when arriving at the camp gate.
- Masks or face coverings should be used by parents/guardians during pick-up and drop-off.
- Carpooling is only permitted if carpoolers are direct family members, or campers in the same cabin.

10. On Site Covid-19 Testing

I. Physical distancing before onsite testing

- Upon arrival, campers and staff will be screened and have their temperature taken by a designated first aider. They will then be processed and tested by a Health Care Professional for a COVID-19 rapid antigen test .
- Cabin groups will then remain physically distanced from each other until results are received.
- Once all results are received and proven negative, cabins will be able to form into cohorts (cabin clusters) of 25-45 individuals of similar age and program focus .

11. Cohorts

Each cohort will be established based on provincially recommended cohort groupings and will , include facilitators. Cohorts will have designated areas including designated washrooms, showers, eating, and common areas. (See 4. *Personal Hygiene iii.*)

i. Guidelines

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

- Programs will operate in consistent cohorts or cabin clusters of 25-45 individuals of similar age and program focus who stay together throughout the duration of the 2-week program.

- Face coverings (i.e. non-medical masks) shall be used if physical distancing cannot be maintained between cohorts.
- Cohorts shall not mix with other cohorts or be within the same room/space at the same time. Should a member of one cohort need to meet a member of another cohort (indoor or out), they must be supervised and all participants in this situation must be masked.
- Programs should only be occupied by one cohort at a time.
- Where possible, cohorts shall 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.

12. Accommodation

i. Cabins

- Each cohort will live in cabin clusters of 25-45 campers based on age and program focus, and will operate apart from other cohorts.

ii. Washrooms

- Equipment necessary for hygiene measures at designated washrooms (soap, water, hand sanitizer, paper towel, tissues, and toilet paper) will be continually available to campers and employees.
- Drinking Fountains will only be used with a cup or a bottle.

iii. Garbage

- Garbage and recycling containers with plastic bag inserts will be provided at each cabin. Handles and lids will be disinfected as appropriate.

iv. Laundry

- Laundry services will be available to campers throughout the program (see *Personal Hygiene* section for specifications).

v. Housekeeping

- PPE (gloves & masks) and adequate cleaning materials will be provided to housekeeping employees when cleaning camp areas.
- Employees will avoid cleaning other cohorts areas to prevent cross contamination.
- A deep cleaning of the camp areas will be performed on departure day.

13. Kitchen & Meals

All kitchen staff will follow the [Restaurant and food services health and safety during COVID-19](#) guidelines as outlined by the ministry of health. The dining hall will operate as a take-out style restaurant. Designated kitchen staff will have sole access to the kitchen facilities and will be required to fully sanitize the area 3 times a day. Guests and employees will have staggered meal times where they will pick up their meals via a takeout window and go to their designated eating area.

i. Food Handling

- Use common cleaning and disinfection methods to sanitize commonly touched surfaces and to kill coronaviruses.
- Wash your hands with soap and warm water for at least 20 seconds before and after handling food and food packaging.
- Wash fruits and vegetables under running water (do not use soap or other chemicals).
- Cook food to recommended safe internal temperatures; coronaviruses are killed by normal cooking temperatures.
- Disinfect any surfaces that will come in contact with food.
- Kitchen staff will wear masks if unable to social distance

ii. Take-out Meals

- Staff will ensure campers perform proper hand hygiene before and after eating.
- Each Cohort will have a designated outdoor eating area away from other cohorts. Shelters are available in rainy weather.
- Meals will be individually packaged with disposable packaging, utensils and plates.
- Meal packages will be picked-up at staggered time intervals by a designated cohort staff member to avoid cross-contamination
- Food will be picked up from a takeout window using visual cues (i.e. floor decals, coloured tape, and signs) and monitoring will be put in place to ensure physical distancing.
- 'No Sharing' food policies will be reinforced and monitored.
- Self-service machines for staff will be eliminated (i.e. coffee makers, toasters, microwaves).

iii. Kitchen Sanitization Guidelines

- Clean and disinfect frequently touched surfaces such as countertops, door handles, tables, utilities, and equipment on a routine basis.
- Restrict access to non-essential personnel.
- Food handlers must wear gloves when they have a wound on their hand(s).
- Employees will be provided with access to soap, clean running water and materials for drying their hands The kitchen will be sanitized three times a day.

- Depending on Government guidelines kitchen staff may have to wear a medical mask while preparing food.

14. Program Areas

All shared equipment will be properly cleaned and disinfected between cohort use when shared. 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. 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
- Kayak
- Boardsurf
- Ski (Wakeboard & Kneeboard included) - subject to guidelines
- Free Swim - subject to guidelines

Program areas that will not open:

- Snorkel
- Water polo
- Any activities that include prolonged physical contact.

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. bikes, bows, and footballs) will be cleaned and disinfected between each use.

Program areas that will open:

- Archery
- Yoga
- Sports (e.g. sphairee, soccer)
- Campcraft
- Nature
- Bike

- POI
- 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
- Fencing

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
- Yoga (outdoor only)
- Drama
- Music
- Dance (outdoor only)

Program areas that will not open:

- Sewing
- Mosaics
- Glass Etching

15. Waterfront

i. Lifejackets

- Each camper will be required to bring a life jacket; however, if a camper is unable to do so, a sanitized life jacket will be provided to them, and they will keep it for the entirety of their stay.

ii. Equipment

- Where possible, cohorts will be assigned certain equipment (e.g. sphairee paddles per cohort), as to ensure that cohorts do not overlap. It will be the employee's responsibility to ensure equipment is sanitized before and after use.