

# EVANS LAKE – DAY CAMP COVID-19 PROCEDURES



Evans Lake – Day Camp COVID-19 Procedures.....	1
Introduction.....	3
Public Health Measures.....	3
What is COVID-19?.....	3
How is COVID-19 spread?.....	3
Evans Lake’s Actions.....	4
Managing Camper group size & Composition .....	4
Cleaning and Sanitization Principles.....	4
Activity Scheduling.....	4
First Day Orientation.....	4
Activity Delivery.....	4
Camper and Parent or Guardian Education .....	5
Record Keeping.....	5
Drop-off and Pick-up Procedures .....	6
General.....	6
Drop-off Procedures.....	6
Pick-up Procedures.....	7
Facilitating Drop-offs and Pick-ups .....	7
Food Service .....	8
General Food Service Precautions .....	8
Food Handlers.....	8
Meals with Campers.....	8
Camper Lunches Brought From Home .....	8
First Aid, Health & Wellness.....	9
General.....	9
Hand Hygiene .....	9
Respiratory Etiquette.....	10
Daily Health Check .....	10
Protocol for child or staff with symptoms of COVID-19.....	11

## INTRODUCTION

This package was created for families registered for our Summer 2020 Day Camp program. It outlines Evans Lake's adaptations to BC's Public Health Officer's guidance. These adaptations to COVID-19 and public health orders will change as needed if the relevant guidance and standards change throughout the summer. We invite any questions that you have about these standards. A safe environment for campers to have fun and explore forests is our top priority.

## PUBLIC HEALTH MEASURES

### WHAT IS COVID-19?

- COVID-19 is a respiratory illness caused by the novel coronavirus. Symptoms may include:
  - Fever
  - Chills
  - Cough
  - Shortness of breath
  - Sore throat
  - Runny or stuffy nose
  - Loss of sense of smell or taste
  - Headache
  - Muscle aches
  - Fatigue
  - Gastrointestinal issues such as diarrhea or vomiting
  - Loss of appetite

Less common symptoms:

- Conjunctivitis (pink eye)
- Dizziness
- Confusion
- Abdominal pain
- Skin rashes or discolouration of fingers or toes

Many children can have the virus without showing any symptoms. However, there is no clear evidence that children without symptoms pose a risk to other children or to adults.

When children do get symptoms, they generally have much milder symptoms than adults. For children, it's important to think about what is usual or unusual about their specific symptoms. For example, a child may have a low grade fever, irritability and a runny nose because they are currently teething or a child may have a runny nose due to seasonal allergies. Check with your health care provider if you have concerns.<sup>1</sup>

### HOW IS COVID-19 SPREAD?

COVID-19 spreads through respiratory droplets when an infected person coughs or sneezes. Respiratory droplets are small liquid particles that may travel about a metre through the air before settling on a surface. The virus is spread when a droplet comes in contact with a person's mouth, nose or eyes. It can also be spread when a person touches an object or surface with the virus on it, and then touches their mouth, nose, or eyes before washing their hands. COVID-19 is not airborne (i.e. spread through particles floating in the air) and will not stay in the air for long.

---

<sup>1</sup> BC CDC's *Frequently asked questions (FAQ) for child care operators and staff*

## EVANS LAKE'S ACTIONS

Evans Lake's Day Camp procedures were designed based on:

- BC Camps Association *COVID-19 Health & Safety Guidelines – Day Camps*
- Worksafe BC's *Child care and day camps: Protocols for returning to operation*
- BC Ministry of Health's *COVID-19 Public Health Guidance for Childcare Settings*
- BC Ministry of Health's *COVID-19 Public Health Guidance for K-12 School Settings*

Evans Lake is organizing our Day Camps to reflect best practices for cleaning & sanitization, physical distancing, and group management.

### **MANAGING CAMPER GROUP SIZE & COMPOSITION**

- Evans Lake campers will be placed in pods/groups. All activities throughout the day will occur as part of the same camper group.
- Evans Lake will target pod/group sizes of no more than 7 campers. BCCA regulations allow for group sizes of up to 10 campers.
- Where possible, Evans Lake will group members of the same household together as children who live in the same household do not need to maintain physical distance from each other.
- Pods will have one pod leader throughout the entire week. Those pod leaders will be supported by other floater staff.

### **CLEANING AND SANITIZATION PRINCIPLES**

- Buildings will be cleaned and disinfected daily.
- High contact surfaces (e.g. shared equipment, door knobs, light switches, table tops) will be cleaned and disinfected a minimum of twice per day.
- Surfaces that are visibly dirty will be cleaned and disinfected as needed.
- All rooms will have posted occupancy maximums (based on 5m<sup>2</sup> per person). If anyone must be indoors, those maximum will be observed

### **ACTIVITY SCHEDULING**

- Activity will be scheduled in order to allow for thorough cleaning before the next pod/group arrives.

### **FIRST DAY ORIENTATION**

- As part of their first day orientation, each pod/group will review the rules & expectations of Day Camp. These will include the typical content for Evans Lake's first day orientation, as well as information on:
  - physical distancing
  - hand washing and sanitation
  - lunch, snacks, and water bottles
  - self-monitoring for symptoms of COVID-19
  - respiratory etiquette (proper coughing and sneezing)

### **ACTIVITY DELIVERY**

- Scheduled activities have been vetted in order to meet best practices for physical distancing, cleaning & sanitization, and general risk management.

- During training, staff will cover the principles for safe facilitation. Staff will understand the extent to which they can adapt activities as necessary, while maintaining the intended safeguards. For example:
  - No tag based games
  - All equipment must be sanitized between uses
  - For equipment or surfaces that cannot be easily disinfected, increase attention to appropriate hygiene practices (e.g. handwashing).
  - Activities should be outside whenever possible

### ***CAMPER AND PARENT OR GUARDIAN EDUCATION***

- In order to make sure that campers and their parents or guardians are educated on all COVID-19 related policies and procedures, Evans Lake will use tools such as: our registration forms, orientation package, pre-arrival email, daily health questions, direct emails, social media, first day orientation, and signage.

### ***RECORD KEEPING***

- Evans Lake will keep daily records of the following for contact tracing purposes:
  - Child Name
  - Drop-off and pick-up time
  - Adult completing both drop-off and pick-up
  - Adult emergency contact information
  - All staff that interact with each camper group
  - This log must be maintained for a minimum of four weeks after the completion of camp

# DROP-OFF AND PICK-UP PROCEDURES

## GENERAL

- Our staff will be present to guide you through our drop-off and pick-up loop. See map below.
- Pick-up and drop-off times will be staggered in order to limit traffic on the camp road, and create enough space on site for a safe and effective drop-off and pick-up experience.



## DROP-OFF PROCEDURES

- Staff will be stationed along the route to welcome you and manage the traffic level in-camp. You may be asked to wait along the way as we process families ahead of you through their pre-screening (e.g. at point "A")
- Please also follow the signage and cones in camp. Once in camp, cones will mark out incoming and outgoing lanes on most of the site.
- Parents: Please stay in your vehicles throughout the drop-off procedure.
- Staff will approach your vehicle at point "B" to complete pre-screening for camper(s). E.g. daily health questions about symptoms of COVID-19). The parent's answers will be recorded by the staff member completing the screening.
- Parents are asked to have their own pen to be used to sign the daily health check.
- Parents are asked to please wear a mask when speaking with staff
- Once the camper has completed the screening, the parent will proceed to "C" to drop off camper(s). At point "C", campers will sanitize their hands and join the pod group.
- Parents: please depart camp using caution as many vehicles will be on the road.

### ***PICK-UP PROCEDURES***

- Parents drive into camp and check in with staff at "A"
- Parents are asked to please wear a mask when speaking with staff
- Parents give their child's name to staff. Staff will radio pod leader and the child will meet parent at "C"
- In meantime, parent drives to upper grounds (point "B") to turn vehicle around by following the cones.
- Parents stay in car at all times
- Parents depart camp using caution as many vehicles will be on the road

### ***FACILITATING DROP-OFFS AND PICK-UPS***

- Staff meeting the parents will:
  - Have washed their hands immediately prior to the first car arriving
  - Have hand sanitizer on hand for personal use if needed
  - Should have a face shield available if they need to come within two metres of people in the vehicles.

## FOOD SERVICE

In the Day Camp registration process, families were able to select a bagged lunch option. Families who did not select that option will be providing their child with their own lunch and snacks. Water stations are available on site for campers to refill **their own water bottles** throughout the day. Information below about food preparation relates to the campers who will be receiving bagged lunches from Evans Lake.

### **GENERAL FOOD SERVICE PRECAUTIONS**

We will:

- Have all food preparation done by FoodSafe trained staff.
- Only kitchen workers and supervisory staff entering food preparation or storage areas.
- Follow safe food practices, such as protecting foods from contamination, minimizing direct handling of food and preventing cross-contamination of foods.
- Discard any foods that may have been contaminated from coughs or sneezes.
- Clean and sanitize utensils and surfaces in the kitchen regularly using standard sanitizing solutions (e.g., QUATs or chlorine). Follow the instructions on the product label.
- Increase frequency of cleaning and sanitizing of food contact surfaces and high-touch areas.
- Wash/sanitize used dishes using regular procedures (e.g., sanitizing dishwasher)
- Not offer buffets and other self-service options.
- Not provide common water coolers or lobby snacks for guests.
- Serve all meals in individual portions. No shared drink stations, condiment bottles, salad bars or buffet style dining will be allowed.
- Ensure all campers and staff practice hand hygiene before all meals. Hand sanitizer will be available at the entry to the dining hall, and the closest hand wash station is beside Program Storage.

### **FOOD HANDLERS**

- Food handlers must regularly wash hands, even if they have no disease symptoms. This includes (but is not limited to) before starting, before preparing or handling food, after handling waste, after using the toilet, after blowing their nose, sneezing and coughing, after eating, drinking or smoking.
- Food handlers must avoid touching their eyes, nose or mouth with unwashed hands.

### **MEALS WITH CAMPERS**

We will:

- Increase the space between campers during snack and lunch by moving or separating tables and chairs so they are farther apart. Where possible, campers sitting on the ground is preferable.
- Not allow sharing of food or drink by staff or children.

### **CAMPER LUNCHES BROUGHT FROM HOME**

- Camper lunches will stay in their day packs during the day. If any of the lunch items require a cool temperature, please place an icepack alongside their lunch.



## FIRST AID, HEALTH & WELLNESS

### GENERAL

- All staff have at least a basic first aid certificate. Many have advanced first aid certificates.
- In training, an external trainer trains our team on first aid procedures in the context of COVID-19.
- Pod leaders are responsible for administering basic first aid to the campers in their pod and for assisting.
- Evans Lake will not be doing clinic/hospital trips with campers. Instead, guardians will be phoned and asked to pick up their camper(s) early. In an emergency, Evans Lake will call an ambulance to transport the camper offsite.
- If a camper or staff member develops a new cough (e.g., unrelated to pre-existing conditions such as asthma), fever, shortness of breath, or other symptoms of COVID-19 during the camp day, isolate them away from others immediately, and send them home as soon as possible. See more below in *Protocol for child or staff with symptoms of COVID-19*
- The affected individual should isolate at home and be tested for COVID-19. If the test is negative, the individual can return to activities once symptoms are resolved. If the test is positive, the individual must isolate at home until directed otherwise by public health (for at least 10 days after illness onset).
- If a staff or camper develops symptoms, they must stay home until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, and their symptoms have resolved.
- If anyone who has entered the camp facility is diagnosed with COVID-19, Evans Lake will report to and consult with the local public health authority for advice.
- Evans Lake will also report to the local public health authority any cluster of illness among the summer program staff or campers.

### HAND HYGIENE

- Evans Lake will ensure campers and staff are practicing regular hand hygiene.

Children should perform hand hygiene:	Staff should perform hand hygiene
<ul style="list-style-type: none"> <li>○ When they arrive at the child care centre and before they go home</li> <li>○ Before and after eating and drinking</li> <li>○ After using the toilet</li> <li>○ After playing outside</li> <li>○ After sneezing or coughing</li> <li>○ Whenever hands are visibly dirty</li> </ul>	<ul style="list-style-type: none"> <li>○ When they arrive at the child care centre and before they go home</li> <li>○ Before and after handling food (raw, cooked or prepackaged)</li> <li>○ Before and after giving or applying medication or ointment to a child or self</li> <li>○ After using the toilet</li> <li>○ After contact with body fluids (e.g., runny noses, spit, vomit, blood)</li> <li>○ After cleaning tasks</li> <li>○ After removing gloves</li> <li>○ After handling garbage</li> <li>○ Whenever hands are visibly dirty</li> </ul>

From COVID-19 Public Health Guidance for Child Care Settings

- Wash hands with soap and water for at a minimum of 20 seconds.
- Alcohol-based hand sanitizer containing at least 60% alcohol may be used if sinks are not available.
- If hands are visibly soiled, alcohol-based hand sanitizers may not be effective at eliminating respiratory viruses. Soap and water are preferred when hands are visibly dirty.
- Staff should assist young campers with hand hygiene as needed.

### **RESPIRATORY ETIQUETTE**

- Cough and sneeze into your elbow. Teach this to both campers and staff.
- Remind campers and staff to avoid touching their face.

### **DAILY HEALTH CHECK**

- At drop off, the adult dropping the camper(s) off will answer health screening questions (see below). If the answer to any of these questions is "yes," the camper cannot join Day Camp. The check will change to meet the current PHO guidance. Currently, the check will be:

-----

*As part of ensuring our campers and staff are healthy and to prevent any spread of COVID-19, all site visitors must complete the daily health check with the exception of anyone who is dropping someone off and does not exit their vehicle. Note: this record will be kept for at least 30 days in order to assist public health officers with contact tracing.*

Camper Name:		Staff Name:	
Adult Completing Drop off:		Drop off Time:	

Health Check	Yes	No
Does your child have a fever or above normal temperature?		
Has your child experienced shortness of breath or had trouble breathing?		
Does your child have a dry cough?		
Does your child have a runny nose?		
Has your child recently lost or had a reduction in your sense of smell?		
Does your child have a sore throat?		
Has your child been in contact with someone who has tested positive for COVID-19?		
Has your child tested positive for COVID-19?		
Has your child been tested for COVID-19 and are awaiting results?		
Has your child traveled outside of Canada in the past 14 days? (Question for first day only)		

I confirm that the above information I have provided in the Health Check is true.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## PROTOCOL FOR CHILD OR STAFF WITH SYMPTOMS OF COVID-19

Child with Symptoms of COVID-19	Staff with Symptoms of COVID-19
<p><u>If Child Develops Symptoms At Home:</u>  <b>Parents or caregivers must keep their child at home</b> until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p><u>If Child Develops Symptoms While At Child Care:</u>  <b>Staff must take the following steps:</b></p> <ol style="list-style-type: none"> <li>1. Identify a staff member to supervise the child.</li> <li>2. Identified staff member should immediately separate the symptomatic child from others in a supervised area until they can go home.</li> <li>3. Contact the child's parent or caregiver to pick them up right away.</li> <li>4. Where possible, maintain a distance of 2 metres from the ill child. If this is not possible, the staff member may use a mask if available and tolerated, or use a tissue to cover their nose and mouth.</li> <li>5. Provide the child with tissues, and support as necessary so they can practice respiratory hygiene.</li> <li>6. Open outside doors and windows to increase air circulation in the area.</li> <li>7. Avoid touching the child's body fluids. If you do, wash your hands.</li> <li>8. Once the child is picked up, wash your hands.</li> <li>9. Clean and disinfect the space where the child was separated and any areas used by the child (e.g., bathroom, common areas).</li> <li>10. If concerned, contact the local public health unit to seek further advice. Parents or caregivers must pick up their child promptly once notified that their child is ill.</li> </ol>	<p><u>If Staff Develops Symptoms At Home:</u>  <b>Staff must be excluded from work, stay home and self-isolate</b> until they have been assessed by a health care provider to exclude COVID-19 or other infectious diseases, AND their symptoms have resolved.</p> <p><u>If Staff Develops Symptoms While At Work:</u>  <b>Staff should go home right away where possible.</b></p> <p>If unable to leave immediately, the symptomatic staff person should:</p> <ol style="list-style-type: none"> <li>1. Separate themselves into an area away from others.</li> <li>2. Maintain a distance of 2 metres from others.</li> <li>3. Use a tissue or mask to cover their nose and mouth while they wait for a replacement or to be picked up.</li> <li>4. Remaining staff must clean and disinfect the space where staff was separated and any areas used by them (e.g., office, bathroom, common areas).</li> <li>5. If concerned, contact the local public health unit to seek further advice.</li> </ol>

From COVID-19 Public Health Guidance for Child Care Settings