



ARTHUR KIDSTON MEMORIAL CAMP

# COVID-19 Operational Plan

For Overnight Summer Camps

## Contact Information

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## Introduction

### Rationale

Camp Kidston has developed this operational plan to outline how we will manage the safe opening and operation of overnight summer camps. Our goal is to create a safe and healthy environment for staff and campers by making the necessary adjustments to limit the risk of exposure to COVID-19. We recognize the importance of following guidelines to mitigate the risk of COVID-19 exposure, and the following plan describes how we will meet all requirements from the Government of Nova Scotia/Nova Scotia Public Health (from which the Camping Association of Nova Scotia and PEI guidelines were also derived).

### Effective Time Period

Camp Kidston plans to run overnight summer camps beginning on July 4<sup>th</sup>, 2021 and ending on August 19<sup>th</sup>, 2021.

Guidance from the Province of Nova Scotia and Public Health may change at any time. This operational plan is therefore subject to change at any time.

### Key Resources

- COVID-19 Return to Overnight Camp Guidelines (Province of Nova Scotia)
- CANSPEI COVID-19 Health & Safety Guidelines – Overnight Camps
- Health Protection Act Order (Province of Nova Scotia)

### Other Resources

- COVID-19 Guidance for Musicians (Province of Nova Scotia)
- COVID-19 Return to Recreation (Program and Facility) Guidelines (Province of Nova Scotia)
- COVID-19 Return to Sport Guidelines (Province of Nova Scotia)
- Risk mitigation tool for child and youth settings operating during the COVID-19 pandemic (Government of Canada)
- COVID-19 guidance for schools Kindergarten to Grade 12 (Government of Canada)
- Risk mitigation tool for outdoor recreation spaces and activities operating during the COVID-19 pandemic (Government of Canada)

## Guiding Principles

- Encouraging COVID-19 Testing and Vaccination

- Cohorts (small, separated groups of campers)
- Screening measures (pre-camp, drop-off, and daily)
- Contactless drop-off/pick-up
- Protective measures (strict use of handwashing, physical distancing, non-medical face masks)
- Cleaning and disinfecting protocols
- Clear communication and reminders to campers and parent/guardians
- Detailed plans for safe facility use and program activities
- Detailed plans for outbreak management

### COVID-19 Testing and Vaccination

#### **Testing**

- Staff and campers are encouraged to get an asymptomatic test for COVID-19 prior to arriving at camp.
- Ideally, tests will be taken 48-72 hours prior to arrival and negative results will be available before arrival.

#### **Vaccination**

- Eligible staff and campers are recommended to receive at least one dose of a COVID-19 vaccine at least two weeks prior to arrival at camp.

### Cohorts

#### **General Cohort Requirements**

- Overnight summer camps will operate with “cohorts” or groups whose size will be determined by the current Public Health guidelines (current limit: 15, including campers and staff).
- Campers will be assigned to a “cohort” consisting of their cabin mates and camp counsellors (staff) upon arrival. This cohort will remain consistent for the entire camp session. All activities, meals, and morning/bedtime bathroom routines will happen within these cohorts.
- Records will be kept of cohorts each week.
- Physical distancing within a cohort is not required. However, staff will encourage children to avoid direct physical contact and to practice good personal hygiene.
- Different cohorts cannot intermingle and will always be physically distanced by at least 2 metres from one another.
- All cohorts will be identified by colored wristbands. Campers and staff will be required to always keep these visible.
- When possible, campers from the same household will be grouped together in the same cohort.

#### **Staff Requirements**

- Non-counsellor staff (e.g., kitchen staff, program staff, director) will be assigned to a staff cohort and will follow the same general cohort requirements.

### Screening Measures

#### **Pre-Screening**

- Families are required to screen both their camper and the person dropping their camper off at home, prior to leaving for participation in an overnight camp.

- Staff are required to screen themselves and the person dropping them off (if applicable), prior to leaving for work at an overnight camp.
- This pre-screening must be completed using the Province of Nova Scotia’s COVID-19 Daily Checklist, available at <https://novascotia.ca/coronavirus/docs/Daily-COVID-checklist-en.pdf>
- A reminder email will be sent 24 hours prior to arrival with the COVID-19 Daily Checklist attached.
- It is expected that campers, staff, and family members who are unwell will not come to camp, even if symptoms are mild.
- A flexible refund policy for campers is in place for Summer 2021 to assist in encouraging families to report symptoms by offering full or partial refunds for campers impacted by COVID-19.
- A paid sick leave program is in place for Summer 2021 staff.

### **Opening Day Screening**

- Screening will be conducted at arrival, including:
  - Completing the COVID-19 Daily Checklist (including COVID-19 symptoms and most recent Public Health guidelines)
- Campers who have symptoms and/or do not meet current Public Health guidelines will be sent home and directed to contact 811 as appropriate. They cannot return until fully recovered and cleared by a negative COVID-19 test.

### **Daily Screening**

- Symptom checks using the COVID-19 Daily Checklist will be recorded twice daily for all campers and staff.
- Additionally, campers will be actively observed by staff for symptoms.
- Campers and staff will be supported to report symptoms immediately.

## **Contactless Drop-off and Pick-Up**

### **Registration and Camper Arrival**

- Parents must pay for camp online. Cash payments will not be accepted.
- Camper drop-off will be set up as an outdoor drive-through to limit any gathering and ensure physical distancing. Parents/guardians dropping off campers should not leave their vehicle.
- Drop-off times will be staggered to reduce traffic congestion.
- Drop-off will include the following drive-through “stations”:
  - Camper sign-in and camper screening
  - Medical check-in (drop-off of medications, etc.)
  - Camper drop-off
    - One of the child’s camp counsellors will meet the child and their parents/guardians. Staff will help campers bring their luggage to their cabin. Parents/guardians must remain in their vehicle unless a specific exception is required (and requested in advance).
    - Children will be directed to sanitize their hands immediately upon leaving their vehicle.
    - Any parents/guardians with children hesitant to leave (e.g., nervous, homesick) will be directed to continue towards the exit and park in the designated lot beside the main lodge. This will allow them time to talk to their children without blocking access to families/vehicles in line behind them.
- The family bathroom in the main lodge will be available in case of emergency for those dropping off a camper. They will need to answer a screening questionnaire before entering the building. The bathroom

will be disinfected immediately afterwards. Campers will not be allowed in the main lodge during the arrival period.

### **Pick-Up**

- Camper pick-up will be set up as an outdoor drive-through to limit any gathering and ensure physical distancing. Parents/guardians picking up campers should not leave their vehicle.
- Pick-up times will be staggered to reduce traffic congestion.
- Pick-up will include the following drive-through “stations”:
  - Camper sign-out
    - One of the child’s camp counsellors will bring the child and their luggage to meet their parent/guardian. Parents/guardians must remain in their vehicle unless a specific exception is required (and requested in advance).
    - Any parents/guardians with questions or concerns requiring further discussion will be directed to continue towards the exit and park in the designated lot beside the main lodge. This will allow them time to talk to a staff member (without leaving their vehicle, maintaining physical distancing) without blocking access to families/vehicles in line behind them.
    - Alternatively, for non-urgent questions or concerns, the office number will be provided for later follow-up.
  - Medical check-out (pick-up of medications, etc.)
- The family bathroom in the main lodge will be available in case of emergency for those picking up a camper. They will need to answer a screening questionnaire before entering the building. The bathroom will be disinfected immediately afterwards. Campers will not be allowed in the main lodge during the departure period.

### **General Protective Measures**

#### **Hygiene Practices**

- There will be strict enforcement of hand washing and use of sanitizer. Children will be monitored when washing their hands or sanitizing their hands to ensure it is done correctly.
  - Staff are encouraged to remind children to practice good respiratory etiquette, such as covering the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.
  - Staff will remind children not to touch their face, eyes, nose, or mouth.
  - Staff will remind children of our “no sharing” policy – including food and personal items.
  - Staff and children must practice good hand hygiene. They must wash their hands frequently with soap and water, including:
    - On arrival
    - Between activities
    - When moving from an indoor to outdoor space and vice versa
    - Before and after eating and drinking
    - After using the toilet
    - After blowing nose, coughing, or sneezing
    - After playing with shared toys/using shared equipment
    - Before and after taking medications
- In addition, staff are required to wash their hands:
- Before and after handling food
  - Before and after cleaning

- Before and after breaks
- Before and after giving medications

### **Mask Wearing**

- Mask use will follow the current Government of Nova Scotia guidelines:
  - Staff and campers are required to wear a non-medical mask while inside when within 2 metres of others.
  - Masks can be removed when campers are eating or drinking, engaged in physical activity, while sleeping, or where 2 metres of physical distancing can be maintained.
- Staff and campers must bring enough masks for the length of their stay, store them properly when not in use, and replace them when dirty.
- Extra non-medical face masks will be stored in the First Aid room.
- For more information on choosing and using a mask properly, please reference <https://novascotia.ca/coronavirus/masks/>.

### **Cleaning and Disinfecting Measures**

#### **Supplies**

- The following supplies will be readily available:
  - Hot/cold potable running water
  - Liquid soap
  - Paper towel
  - Toilet paper
  - Cleaning and disinfecting supplies
  - Personal protection equipment (non-medical face masks, face shields, disposable gloves).
- The Administrative Lead (staff member) will be responsible for monitoring these supplies and ensure stock is maintained.

#### **Daily Facility Cleaning Requirements**

Cleaning refers to the removal of visible dirt, grime, and impurities. Disinfecting refers to using chemicals to kill germs on surfaces.

- Camp Kidston will use disinfectants approved by Health Canada (as outlined at <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>).
- General cleaning and disinfecting of all facilities will be scheduled each day and assigned to specific staff.
- High-touch common surfaces (doorknobs, banisters, light switches) will be cleaned and disinfected twice daily and when soiled.
- Outdoor toys and play equipment will be cleaned and disinfected daily.
- The kitchen and dining hall tables/chairs will be cleaned and disinfected after each meal/snack.
- Shared program equipment will be disinfected between uses.
- Waste will be disposed of regularly and hands washed after waste removal.

#### **End-of-Session Procedures**

- Following camper departure, staff will thoroughly clean and disinfect the facility. In addition to standard cleaning, mattresses and bed frames will also be cleaned and disinfected.

## Communication

### **Health Awareness and Communication**

- Hand washing posters are posted in all bathrooms and by sinks.
- Signage and visual cues (floor markings) will be used to support physical distancing within the facility.
- Signage will be posted at the main entrance and kitchen entrances informing of our pre-screening processes.
- Campers are instructed upon arrival, and reminded throughout each day, of our requirements for hand washing, physical distancing, and all other procedures for maintaining the operational plan.
- Families of campers will be provided information about preparing for overnight camp. Email communication will include:
  - Explanation that family actions play a critical role in reducing the risk of infectious disease transmissions in our facility. They are asked to minimize potential exposures to COVID-19 prior to their child's arrival at camp, including maintaining physical distance, mask wearing, hand hygiene, respiratory etiquette, and avoiding contact with anyone required to self-isolate.
  - Explanation of what to expect if a camper shows signs of being unwell while at camp, including the expectation that the camper will be picked up as soon as possible.
  - Explanation of safety precautions that must be followed at camp.
  - Pre-screening information, including the COVID-19 Daily Checklist.
  - A packing list detailing what campers are expected to bring to camp.

## General Facility/Program Measures

### **Record Keeping**

- Strict record-keeping will be maintained of all campers, adults who drop-off/pick-up campers, staff, and essential visitors, including:
  - Name
  - Contact information
  - Time of arrival/departure
  - Assigned cohort.
- This will facilitate contact-tracing in the event of a confirmed COVID-19 case or outbreak.

### **Out of Province Travellers**

- Individuals traveling or returning to Nova Scotia must follow all isolation and testing requirements that are in place upon entry to the Province. These requirements are expected to change over time, and updated information can be found at <https://novascotia.ca/coronavirus/travel>.

### **Visitors**

- No visitors/guest are allowed on property, except those dropping off and picking up campers and those essential to the functioning of the camp.
- Essential workers (e.g., food delivery) will be asked to not enter any buildings. They must maintain physical distancing of 2m outside, and preferably will wear a non-medical face mask.
- Visitors who must enter a building will be pre-screened, must wash their hands upon entry, wear a non-medical face mask, and maintain physical distancing.
- A visitor log will be maintained of anyone entering the facility.

## **Staff**

- All staff must adhere to the Health Protection Order and all Public Health Measures, even while away from work. This includes adhering to physical distancing, mask use, hand hygiene, and respiratory etiquette.
- Staff rooms will have the permitted gathering limit posted and have visual indicators on spacing to reinforce physical distancing.
- Staff meetings may be attended by camp counsellors from different cohorts. Staff members from different cohorts will maintain physical distancing.

## **Program/Activities**

- Campers will only travel to/from and participate in their activities with their cohort.
- There will be no large camp activities or games that do not allow for physical distancing between cohorts.
- Morning and evening gatherings will take place in an open area (main field) with campers attending/viewing from a designated cohort area and maintaining physical distance between cohorts.
- Shared program equipment will be disinfected at least twice daily (e.g., paddles, sports equipment, etc.) and when visibly soiled.
- Where possible, cohorts will have individual supplies designated for use by their cohort (e.g., arts and crafts supplies, sports equipment, etc.).
- Campers will be reminded to wash/sanitize their hands before and after each activity.
- Program staff will maintain physical distancing from campers, unless doing so jeopardizes the safety of campers or staff. Should they need to approach a camper, they are required to wear a mask.
- During free cabin time, cohorts must remain separate (e.g., one cohort at the swings at a time).
- Sensory experiences such as slime and playdoh will be provided in individual containers and disposed of after use.
- Items that cannot be easily cleaned and disinfected such as rugs, curtains, dress-up clothes, and stuffed animals will be removed.
- Activities will take place outdoors as much as possible.
- When indoors, large and well-ventilated spaces will be used as much as possible. Windows and doors will be opened when it is safe to do so.

## **Singing**

- Non-medical masks will be worn during singing activities.
- Singing will only happen outdoors.

## **First Aid**

- Daily medications will be delivered to each cohort by the First Aider.

## **Sleeping & Accommodation (Cabins)**

- Campers will sleep in cabins with other campers from the same cohort.
- 2 metres of distancing will be maintained between campers while sleeping.
- Head-to-toe sleeping arrangements will be used to further increase distance between campers.
- Masks will not be worn while sleeping.
- When safe to do so, windows and doors will be opened to increase air flow within sleeping buildings.
- Cabins will not have full capacity, to minimize the number of campers in a space.
- Entry into a cabin is limited to cabin members and their assigned camp counsellors, unless otherwise required for critical circumstances (e.g., First Aid). In the case an outside staff member must enter a cabin, they must wear a non-medical face mask.

- Camp counsellors will disinfect high-touch surfaces in the cabin twice daily, including doorknobs and light switches.
- Campers will not be allowed on others' beds at any time.
- Each cabin has their own exterior picnic table dedicated to their use. Campers will be encouraged to spend as much time outside as possible.

### **Bathrooms**

- Showers and morning/bedtime bathroom routines will be scheduled by cohort. There are two separate one-person bathrooms available for use by other cohorts during scheduled morning/evening bathroom times.

### **Mealtimes/Food Safety**

- Food services will adhere to Restaurants Canada/Restaurant Association of Nova Scotia Protocols for COVID-19 and all provincial Food Safety legislation.
- Only kitchen staff will be permitted to enter the kitchen.
- Kitchen staff will always wear masks when in the kitchen.
- Campers remain with their cohort for snacks and meals.
- All food will be prepared and served individually to campers by staff. Campers will not engage in preparing food or serving themselves (no family-style eating).
- Sharing of food between campers or staff is not permitted.
- All food that leaves the kitchen will be disposed of if not consumed.
- Campers and staff will eat outside, when possible.
- When campers and staff eat inside, windows and doors will be opened for ventilation, if safe to do so.

### **Laundry**

- Laundry will be washed in the warmest water possible, dried completely at the highest temperature possible, and folded and returned to proper storage places.

### **Managing Symptoms of COVID-19**

- Campers and staff who develop symptoms consistent with possible COVID-19 infection will not remain at camp, even if symptoms are mild.
- Campers and staff will be supported to report symptoms immediately. Campers will be actively observed by staff for symptoms.
- A separate space is designated for symptomatic individuals to isolate while awaiting pick up.
- If a camper or staff develops symptoms consistent with possible COVID-19 infection, they will immediately be directed to wash their hands, don a mask if tolerated, avoid contact with others, and be isolated until they can be picked up.
- If a camper or staff needs to be transported off-site for urgent/emergency care, 911 will be called and EHS will be alerted that the individual has symptoms consistent with COVID-19 prior to their arrival.
- Staff supervising a camper with symptoms while awaiting pick up will wear a mask and a face shield. They will perform frequent hand hygiene.
- Additional environmental cleaning will be completed if a camper or staff develops symptoms, with a focus on high-touch areas and any areas where the individual spent time.



## Outbreak Management

### **Outbreak Management Plan**

- If a case of COVID-19 is confirmed to be connected to an overnight camp, Public Health will provide additional guidance including ensuring that appropriate supports are in place to coordinate the response.
- Public Health is responsible for case management and contact follow-up of all COVID-19 cases, and for determining the need for individual or public notifications.
- Public Health actions and directions may include, but are not limited to:
  - Contact tracing
  - Requesting camp records
  - Testing of staff and campers that may have been exposed to a positive case
  - Enhancing environmental cleaning
  - Assessing need for camp closure
- Camp Kidston's Board of Directors and Staff will work with Public Health to ensure a prompt response to cases of COVID-19 that may have been exposed in or may have attended an overnight camp.
- Should a session be cancelled due to COVID-19 (restrictions, an outbreak, or another COVID-19-related scenario), full refunds will be offered to all registered campers.